

*Disaster Recovery Funding Arrangements:  
Rainfall and Flooding Events of 2021–2022 wet season*

Category D: Environmental Recovery Package  
Program Guidelines for Heritage Places Sub-Package

Joint Australian and Queensland Government Initiative



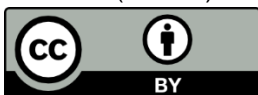
Prepared by: Grants Administration, Corporate Services, Department of Environment and Science

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January 2023

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## Overview

The Heritage Disaster Recovery Grant program provides grant funding to support heritage places that were heavily impacted by the extraordinary disaster events occurring within the 2021–2022 severe weather season.

Applications will be assessed under a competitive process with grants of \$10,000 to \$35,000 (excluding GST) for eligible projects that restore cyclone, rain and flood-affected State heritage places entered in the Queensland Heritage Register and improve the resilience of these places for future disaster events. Up to \$500,000 in grant funding is available in this round of grants.

Applications close at 4pm on Monday 6 February 2023.

The Heritage Disaster Recovery Grant program is jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements (DRFA).

It is being administered by the Queensland Department of Environment and Science (department).

For more information contact the grants program office by email [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au) or phone (07) 3330 6360.

## Guidelines

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to become familiar with the SmartyGrants online application system, and to read other supporting documentation before starting the process.

## Program objective

This grants program provides grant funding to restore places that are entered in the Queensland Heritage Register (those established under the *Queensland Heritage Act 1992*) and were impacted by the extraordinary disaster events occurring within the 2021–2022 severe weather season.

The grants support eligible State heritage place owners and organisations to undertake projects that will restore cyclone, rain and flood-affected State heritage places and improve the resilience of these places for future disaster events.

Applicants will need to demonstrate how their project will utilise sound practice in heritage conservation to protect and conserve the significant heritage values of the site.

## Conditions of funding

Applicants must exhaust all insurance options prior to accessing funding under the event category; and claim on any applicable insurance policy, including business continuity, prior to seeking reimbursement under this category.

## Application eligibility

The following are eligible to apply for a grant in their own right:

- owners of places entered in the Queensland Heritage Register, including individuals, trusts and Queensland local government authorities
- non-profit incorporated organisations that are legally/contractually responsible for maintaining places on the Queensland Heritage Register
- community groups such as a Masonic lodge or historical society/scout group undertaking project activities with the agreement of the place owner.

Applications will be considered from heritage places located in an eligible Queensland local government area that experienced one or more of the following eligible disaster events:

- Central, Southern and Western Queensland Rainfall and Flooding between 10 November 2021 and 3 December 2021
- Ex-Tropical Cyclone Seth between 29 December 2021 and 10 January 2022
- Southeast Queensland Rainfall and Flooding between 22 February 2022 and 5 April 2022
- Southern Queensland Flooding between 6 May 2022 and 20 May 2022.

A list of eligible Queensland local government areas and the related disaster event can be found in Appendix 1 of these guidelines.

## **Ineligible applicants**

The following applicants are ineligible to apply for funding:

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

## **Available funding (GST exclusive)**

Applicants may seek funding for grants of between \$10,000 (minimum amount) and \$35,000 (maximum amount) excluding GST. Funding is provided as a GST exclusive amount.

If the applicant is not a GST registered Australian Business Number (ABN) holder, the Department of Environment and Science (department) cannot pass on the GST component of project costs and the applicant will need to cover the GST component. In such cases, the GST component can be used as part of the applicant's contribution. (Refer Appendix 2)

If the applicant is GST registered, the department will automatically pass on the GST component of project costs.

Successful applicants without an ABN will need to complete a Statement by Supplier form from the Australian Taxation Office (ATO). Contact the [ATO](#) for more information.

## **Applicant contributions**

Contributions can be in the form of in-kind or financial support, or a combination of both.

An in-kind contribution is where the applicant contributes their project management time and/or physical labour, own machinery or project materials. In-kind contributions are valued at the current market rate per hour which is \$41.72.

Financial contributions involve the applicant paying for materials or contract labour at their own expense.

## **Project timeframes**

Project activities must be completed by 30 June 2024 from the date the grant agreement is signed by both the recipient and the department. Refer to the Grant terms and conditions section for further information.

## **Eligible projects and activities**

Funding will only be provided for activities conducted on places entered in the Queensland Heritage Register at the time of the eligible disaster event.

Eligible projects are those that:

- undertake efforts to restore and conserve the original heritage features of a State heritage place, including buildings, other structures, parks and gardens within an affected eligible Queensland local government area as listed in Appendix 1; and
- directly or indirectly assist the restoration of a State heritage place from the specified disaster events and increase the resilience of this place from future disaster events.

Eligible activities may include, but are not limited to:

- restumping and repairs to timber framing, weatherboards, windows and doors
- reroofing
- repointing brick or stonework
- painting
- new or repaired in-ground drainage and damp-proofing systems
- introduction of new sacrificial linings that can be shown to protect significant fabric from damage caused by water ingress
- assessment by a qualified heritage architect of the level of impact from the disaster event and/or preparation of an urgent restoration plan
- assessment by other relevant building professionals who can demonstrate experience working with a heritage place of the level of impact from the disaster event and/or preparation of an urgent restoration plan
- administration costs (including project management and audit fees) of no more than 20% of the total budget.

## **Conservation activities**

Projects funded will be those that undertake works that provide best outcomes for the significance of the place and use like-for-like materials, where appropriate.

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

The Queensland Government acknowledges *The Burra Charter: Australia ICOMOS Charter for Places of Cultural Heritage Significance 2013* as a guide to good heritage conservation practice. A core principle of the 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:

<https://australia.icomos.org/publications/burra-charter-practice-notes/>

## **Ineligible projects and activities**

Projects and activities not considered for funding include those that:

- are undertaken on heritage places owned by Queensland Government agencies, Australian Government agencies, statutory bodies and authorities, or government owned corporations
- 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 of features that are not based on documentary and physical evidence
- purchase of a building or land
- construction of new buildings or new additions to heritage places
- administrative costs exceeding 20% of the total budget (including audit costs)
- publication or research projects
- projects related 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
- are deemed to generate a further risk to the heritage place
- regular maintenance work that should normally be undertaken to keep the place in good repair
- are commercial in nature for the project activities
- are unrelated to the significant disaster events listed in Appendix 1
- are eligible for reimbursement under other funding sources, for example, insurance and other DRFA funding relief measures including Counter Disaster Operations and Emergency Works
- restoration of heritage places that were not damaged as a direct result of an eligible disaster event.

## **Eligible expenses**

Eligible expenses include those that can be directly associated with the delivery of eligible project activities. These may include, but are not limited to, the following:

- contractor costs associated with travel expenses, allowances, and accommodation to undertake eligible works/activities
- contractor costs to undertake specialist services
- inspection costs to gather data on the extent of the impact
- purchase of consumables used in undertaking eligible activities (e.g. personal protection equipment)
- plant and equipment hire and associated operating consumables (fuel, oil, maintenance etc.) consumed while undertaking eligible activities
- purchase of materials used for completing approved activities
- costs of eligible works completed post-event but before grant funding is released would be deemed eligible for reimbursement.



## Ineligible expenses

Ineligible expenses may include, but are not limited to:

- your own labour or labour provided by friends or relatives (this would contribute to your in-kind contribution)
- purchase of any motor vehicles (registered or unregistered), land or buildings
- costs of servicing equipment (note that servicing costs can be counted towards your contribution)
- costs of works/activities completed prior to the eligible disaster events
- cost associated with demolition or other works that may affect the heritage significance of a heritage place
- costs that are reimbursable under other funding sources, such as business continuity, insurance, alternative DFRA relief measures including the Resilient Homes Fund or costs recouped through the sale of salvaged assets.

## Application requirements

All applications must include the following:

- A detailed budget outlining a breakdown of item costs for the funding sought and the details of your contribution (in-kind or financial).
- Detailed quotes for any materials or proposed use of contractors. A copy of the quotes must be attached to the online application. Materials or contractors costing more than \$10,000 (excluding GST) require two quotes to be attached.
- Receipts for any materials purchased or work undertaken where reimbursement is being claimed under this grant.
- Validation of all in-kind costings (e.g. market evidence of materials, equipment and labour costs).
- Evidence of damage as a direct result of an eligible disaster event.
- Copy of advice from the department's Heritage branch as to whether the project requires a heritage exemption certificate application under the *Queensland Heritage Act 1992*, or is covered by the General Exemption Certificate. If an exemption certificate application is required, it will need to be finalised before work commences. More information is available at <https://www.qld.gov.au/environment/land/heritage/development/approvals>.
- Evidence of, or commitment to obtain, public liability insurance coverage of at least \$20 million that is current and remains current for the duration of the project.
- A project timeframe where activities are to be completed by 31 May 2024.

## Application process

Applicants are required to submit the application and all supporting documentation in full by the submission deadline.

All applications must be submitted using [SmartyGrants](#), the department's online grants administration program. Only one grant application per heritage place will be accepted.

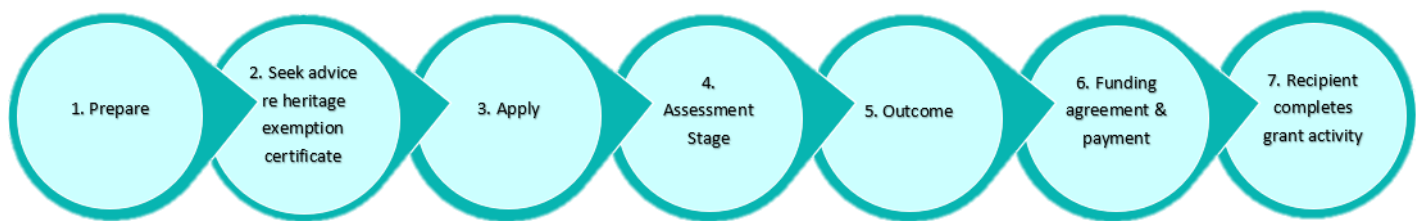
New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account, you can login using your existing details. The [Help Guide for Applicants](#) explains the steps you need to take to complete and submit your form. If you

experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.

## Application steps

1. Prepare application
2. Seek advice from Heritage branch regarding exemption certificate
3. Submit application
4. Application assessment
5. Application outcome notification
6. Funding agreement and payment
7. Recipient completes grant activity



## Tips for a successful project

When planning a project, applicants should ensure:

- these guidelines have been read and all Application requirements and Grant terms and conditions can be met
- project outcomes are clear and well-defined
- the project works/activities directly or indirectly assist the restoration of your heritage place and increase disaster resilience
- the project can be realistically completed and acquitted prior to 30 June 2024
- there is capacity to maintain the project outcomes once the project is completed.

Please contact the department if you require clarification or have any questions about the application process, or the suitability of your proposed project. Refer to the Contact information section of these guidelines).

## Additional resources

There are a range of resources available that may assist with the development of an application:

- sound practice and advice guidance for places of heritage value (search the department's Technical Notes series)—  
<https://www.qld.gov.au/environment/land/heritage/publications/>
- Queensland Heritage Register—[www.qld.gov.au/environment/land/heritage/register](http://www.qld.gov.au/environment/land/heritage/register)
- contact the department's Heritage branch by email [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au) or phone 13QGOV (137468) and ask to speak with an officer in heritage development assessment.

## 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 that 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 Queensland local government authority) 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 Queensland local government authority**

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

- the right to occupy the place until at least 30 June 2024; 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.

## Assessment criteria

All applications will be assessed on the following criteria:

### **1. Meets the program objective**

The extent to which the application:

- will undertake projects that restore cyclone, rain and flood-affected heritage places and improve resilience for future disaster events
- demonstrates how the project will utilise sound practice in heritage conservation to protect and conserve the significant heritage values of the site.

### **2. Demonstrates a clear project management approach**

The extent to which the application:

- clearly details the project's objectives, why the project is important (for example, the scale of the problem to be resolved under the grant and/or the impacts on the heritage place's environmental values) and likely potential outcomes
- clearly explains the proposed project activities and a detailed and reasonable timeframe to complete the activities by 30 June 2024
- demonstrates the applicant's capability and capacity for delivering the project scope and in the administration of grant funding

- demonstrates the capacity to manage the project and maintain project outcomes into the future.

### **3. Represents value for money**

This includes:

- the scale of the proposed project and activities versus the funding sought
- the cost of the project versus the time and resources requested
- whether there is an owner contribution of additional financial or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for successful completion of the project
- whether quotes have been provided for contractor costs and any other expenditure items.

The assessment criteria is not weighted.

## **Application assessment**

Applications will be assessed by a panel consisting of Queensland Government employees and external representatives. The panel will make funding recommendations to the Director-General, Department of Environment and Science, who is the decision-maker for all funding recommendations.

## **Application outcome**

All applicants will be advised of the outcome of their submission in writing.

Details including the name of successful applicants, funding allocated, and project location and description, will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted by the grants coordinator regarding funding arrangements, grant agreements and other documentation/approvals that may be required (refer to the 'Required documents' section of these guidelines).

Unsuccessful applicants can request feedback on their application by emailing [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

## **Funding availability**

Funding is expected to be available from early 2023. Successful applicants will receive funding once both parties have signed the grant agreement and all required documentation has been received by the department.

The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases a percentage of funds will be retained by the department until project acquittal.

## Grant terms and conditions

### Grant agreements:

- Successful applicants must enter into (sign) a grant agreement with the department that outlines the terms and conditions for the funding received.
- The grant agreement is prepared by the department using information provided in the application form and in consultation with the approved recipient.
- The grant agreement will specify the financial and operational requirements of the grant.
- All successful applicants must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties have signed the grant agreement, along with the provision of any additional required documentation to the department.
- The applicant is required to inform the department if they intend to sell or otherwise transfer the heritage place on which the proposed project is being undertaken, during the time in which the proposed project is planned to be delivered.

### Successful applicant process:

- The applicant will be required to return the signed grant agreement within four weeks of receiving the draft grant agreement, or the offer may be withdrawn.
- Successful applicants will be required to provide the following documentation prior to release of any grant funding:
  - Evidence of public liability insurance coverage of at least \$20 million that is current and remains current for the project duration.
  - An invoice to the department for the approved first payment amount which will be stated in the grant agreement.
  - A copy of a recent bank statement to confirm the BSB and account details that the recipient is required to include on the invoice submitted to the department.
  - A copy of a heritage exemption certificate/approval under the *Queensland Heritage Act 1992* (if required), or evidence advice from a registered professional engineer for emergency works under *Planning Act 2016*.
- Successful applicants may need to complete a conflict-of-interest declaration prior to the release of any funding.
  - A conflict of interest exists where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) that conflicts with, or may reasonably be perceived as conflicting with, the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
- Changes to the agreed project will require the successful applicant to contact the department and apply for a variation 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.
- Funds granted must be spent for the purposes stated in the application form and grant agreement.
- Acceptance of a grant payment indicates the recipient's acceptance of all funding terms and conditions in this guideline and grant agreement.

- Funding may be provided in milestone payments with a final payment withheld until the project has been completed and the department has accepted all acquittal documentation.
- All project activities must be completed prior to 30 June 2024.

#### Reporting requirements:

- Monthly reporting will be required throughout the project under this funding arrangement.
- All grant recipients must complete and submit a completion report within 30 calendar days after the completion date of the project. This report to be completed will be provided by the department to the recipient during the course of the project.
- Tax invoices or other evidence of expenditure must be provided with the completion report as evidence of all grant fund expenditure.
- All promotional material (including promotional flyers, banners and other material) relating to the project must acknowledge funding:
  - as jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements.
- Grants may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.
- The applicant must allow departmental officers to conduct site inspections to inspect project progress if requested.
- The applicant must allow departmental officers to use information/images relating to the project, for example, for promotional materials. Applicants will be consulted before images are used for promotional purposes.

#### Additional requirements of this funding:

- All grant recipients must complete monthly progress reports. This will be required within three weeks of the end of every month for the duration of the project. This report will be provided by the department to recipients through SmartyGrants and will include:
  - actual expenditure reported against the grant funding
  - percentage of project completed
  - project milestones achieved to date
  - any forecasted variances in activities, cost or time
  - report to be signed off by the authorised accountable officer.
- A Project Plan and a Monitoring and Evaluation Plan is required to be developed for each approved project and included as an annexure to the grant agreement. This report will be provided by the department to successful recipients.

#### Announcement of successful applicants:

- Successful recipients are to treat their funding as confidential prior to the official announcement of the successful applicants. This means no media or public announcements of the project until the official announcement has been made by the Queensland Government.
- Following the announcement, the successful applicants will be listed on the Australian and Queensland Government websites.
- All applicants will be advised of the outcome of their submission in writing.

## Privacy

The Department of Environment and Science is collecting personal information in the application form for the Heritage Disaster Recovery program panel to assess the application for funding and to prepare a grant agreement, should your application be successful.

All personal information you provide in the application form, including all attachments, will be provided to the following parties for assessing the application:

- members from other Queensland Government agencies
- external assessment panel members (e.g. industry experts).

Where necessary, information contained in your application, including ongoing project reporting and acquittal documentation for successful projects, will be provided to the Queensland Reconstruction Authority and the Australian Government under the Disaster Recovery Funding Arrangements (DRFA).

Information contained in your application may also be provided to the 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).

If your application is successful, the following information will be published on the Queensland and Australian Government websites, and potentially on Queensland and Australian Government social media channels:

- the heritage place name
- total amount of funding allocated
- project name, suburb location and description.

The department will not otherwise use or disclose your personal information unless you provide your consent, or if the use or disclosure is authorised or required by law.

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 [rtiservices@des.qld.gov.au](mailto: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 [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au).

## Further information

For advice as to whether the project requires an exemption certificate under the *Queensland Heritage Act 1992*, contact the Heritage branch in the department by email to [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au) or phone 13QGOV (137468) and ask to speak with an officer in heritage development.

If you have any questions about these grants or guidelines contact the grants coordinator by phone (07) 3330 6360 or email [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

The grants coordinator will be able to provide you with the best advice based on the information provided. All decisions relating to a grant application will be made based on the information contained in that application.

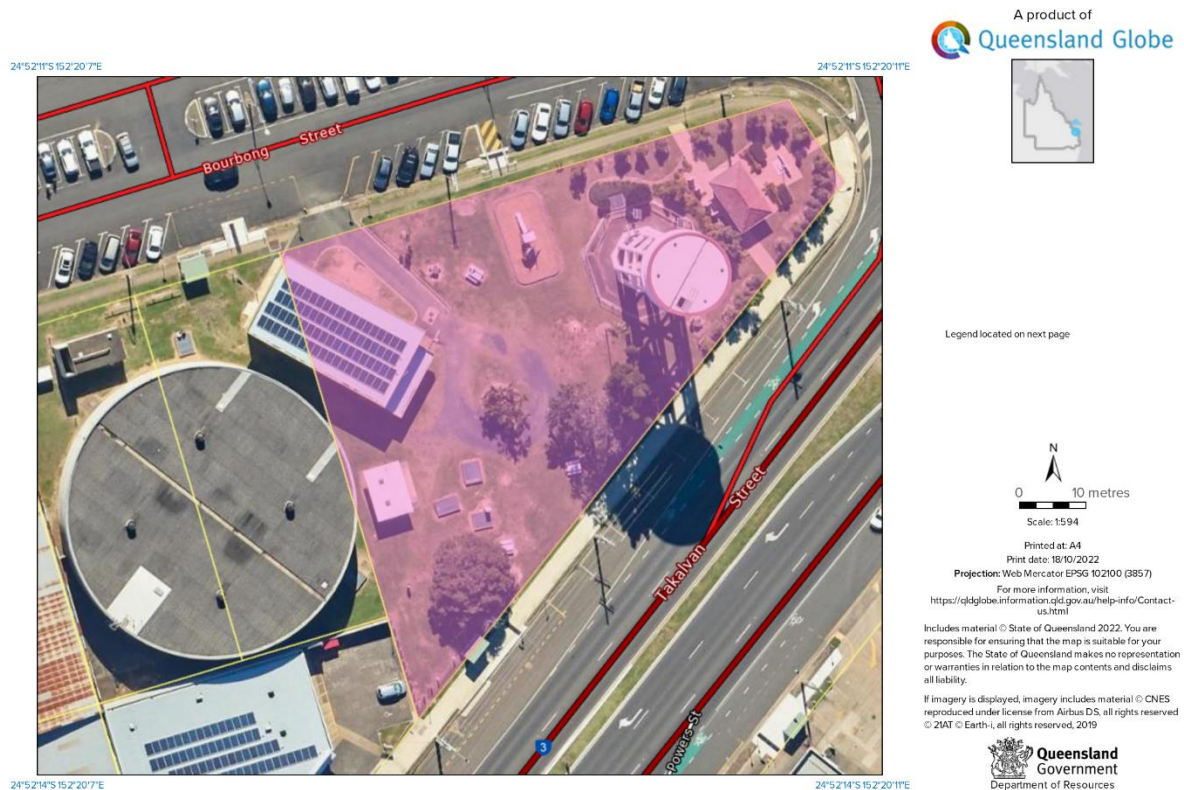


## Appendix 1 – Eligible local government areas

Local Government Area	Central, Southern and Western Qld Rainfall and Flooding: 10 Nov–3 Dec 2021	Ex-Tropical Cyclone Seth: 29 Dec 2021–10 Jan 2022	SEQ Rainfall and Flooding: 22 Feb–5 Apr 2022	Southern Queensland Flooding: 6–20 May 2022
Balonne Shire Council	✓		✓	✓
Banana Shire Council	✓			
Barcaldine Regional Council	✓			
Barcoo Shire Council	✓			
Blackall Tambo Regional Council	✓			
Boulia Shire Council	✓			
Brisbane City Council			✓	✓
Bundaberg Regional Council	✓	✓	✓	✓
Carpentaria Shire Council		✓		
Central Highlands Regional Council	✓			
Cherbourg Aboriginal Shire Council		✓	✓	
City of Gold Coast		✓	✓	✓
Diamantina Shire Council	✓			
Fraser Coast Regional Council		✓	✓	✓
Flinders Shire Council	✓			
Gladstone Regional Council			✓	✓
Goondiwindi Regional Council	✓		✓	✓
Gympie Regional Council	✓	✓	✓	✓
Ipswich City Council			✓	✓
Isaac Regional Council	✓			
Kowanyama Aboriginal Shire		✓		
Livingstone Shire Council				✓
Lockyer Valley Regional Council	✓		✓	✓
Logan City Council			✓	✓
Longreach Regional Council	✓			
Maranoa Regional Council	✓			
Moreton Bay Regional Council			✓	✓
Murweh Shire Council	✓			
Noosa Shire Council	✓		✓	
North Burnett Regional Council	✓	✓	✓	✓
Redland City Council			✓	
Rockhampton Regional Council				✓
Scenic Rim Regional Council	✓		✓	✓
Somerset Regional Council	✓		✓	✓
South Burnett Regional Council	✓	✓	✓	✓
Southern Downs Regional Council	✓		✓	✓
Sunshine Coast Regional Council			✓	
Toowoomba Regional Council	✓		✓	✓
Western Downs Regional Council	✓		✓	✓

## Appendix 2 – Example project map

This map was created using the free online application [Queensland Globe](#).



### Example project budget

- A good project budget table will show the itemised breakdown of costs for the grant funding requested and the applicant’s contribution.
- Quotes and evidence of market value must be attached to your online application to support all costs outlined in the budget table for grant funding requested and applicant contribution.
- Applicants that are not GST-registered should include the GST component as part of their applicant contribution, as demonstrated in **blue text** in the below example:

Activity	Grant funding requested (GST excl.)	Applicant’s contribution	Total project cost
Project management (8hrsx\$41.72)	\$0.00	\$333.76	\$333.76
Contractor to undertake roof restoration or works	\$5,000.00	\$500.00	\$5,500.00
Purchase of project materials	\$3,000.00	\$300.00	\$3,300.00
Assessment by a qualified heritage architect	\$2,500.00	\$0.00	\$2,500.00
<b>Total</b>	<b>\$10,500.00</b>	<b>\$1,133.76</b>	<b>\$11,633.76</b>