

Community Sustainability Action *grants*



Round 2—Heritage Conservation

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Minister's foreword



The Queensland Government's Community Sustainability Action grants will provide \$12 million over three years to eligible recipients for projects which seek to conserve Queensland's natural and built environment and protect our unique wildlife.

The community-driven program will support eligible recipients to undertake locally-based projects that affect real change in their communities and their neighbouring environment.

Funding will be provided for projects which support:

- Undertaking sustainability and environmental activities which reduce carbon pollution and building our resilience of our urban and natural areas to the future impacts of climate change.
- Conserving Queensland's heritage-listed places, including the development of Conservation Management Plans.
- Researching the issues affecting Queensland's koala populations, and developing and trialling methods to encourage protection of the species.

The Community Sustainability Action grants are being delivered through regular targeted rounds with this round providing funding for the conservation of heritage-listed places.

Grants of up to \$50,000 (ex GST) will be available to eligible applicants including owners of heritage-listed places, and not-for-profit groups responsible for maintaining heritage-listed places and local governments which are identified as Category 1 on the remuneration schedule of the *Local Government Remuneration and Discipline Tribunal Report 2016*.

I encourage you to consider the guidelines and apply for a grant to improve and preserve your local environment.

Dr Steven Miles

Minister for Environment and Heritage Protection and
Minister for National Parks and the Great Barrier Reef

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Overview—Heritage Conservation

The Queensland Government's *Community Sustainability Action* grants provide \$12 million in grants for a wide range of environmental and heritage initiatives. This round of funding, the heritage stream, offers \$1 million statewide for conservation of Queensland's heritage-listed sites.

Eligible applicants can apply for funding up to \$50,000 (ex GST) for projects which seek to conserve places listed on the Queensland Heritage Register or on a local government heritage register/heritage overlay.

Eligible applicants are detailed within the guidelines and will be:

- individual owners of heritage-listed sites
- non-profit incorporated organisations and community and volunteer groups that are contractually/legally responsible for maintaining heritage-listed sites
- Local Government Authorities identified under Category 1 of the remuneration schedule of the *Local Government Remuneration and Discipline Tribunal Report 2016*.

Grants will be provided for conservation works on Queensland's heritage-listed places and the preparation/update of Conservation Management Plans for such places.

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

Applications close 20 June 2017 with funding available to successful recipients from September 2017.

Guidelines for applicants

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

Program objective

The objective of this grant program is to support eligible recipients to undertake projects that facilitate the conservation of Queensland's heritage-listed places.

Who is eligible to apply?

- non-profit incorporated organisations that are legally/contractually responsible for maintaining heritage-listed places
- owners of places in the Queensland Heritage Register or a local government heritage register—who can demonstrate community benefit and involvement. For example, heritage-listed places open to the public where the project is able to ensure continued or improved access to the heritage-listed place
- Local Government Authorities identified under Category 1 of the Remuneration Schedule of the *Local Government Remuneration and Discipline Tribunal Report 2016* (www.dilgp.qld.gov.au/local-government/remuneration/tribunal-reports.html) which are the legal owners of the heritage-listed place.

Who is ineligible to apply?

- Local Government Authorities (excluding those identified under Category 1 of the Remuneration Schedule of the *Local Government Remuneration and Discipline Tribunal Report 2016*)
- Queensland Government agencies
- Australian Government agencies
- government-owned corporations
- statutory bodies and authorities.

How much can my organisation apply for?

Applicants may seek up to \$50,000 (excluding GST) in funding.

Approximately \$100,000 will be allocated in total for grants for conservation management plans. Grants for this purpose will be capped at \$15,000 (excluding GST) per applicant. Applicants seeking a grant to develop a new or update an existing conservation management plan will be required to contribute at least 25% of the cost of the development of that plan.

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

What projects and activities are eligible?

Eligible activities include those which seek to:

- conserve the original heritage features of heritage-listed places
- restore heritage parks and gardens
- enable the community's re-use of a heritage-listed building that has been unoccupied due to poor condition
- restump or undertake repairs to timber framing, weatherboards, windows, doors or stained glass windows of heritage-listed places
- prepare or update a heritage conservation management plan
- undertake urgent repair/conservation works on heritage-listed sites.

Works should be guided by the Burra Charter and advice sought from a heritage professional. Projects should generally ensure like-for-like replacement of materials. <http://australia.icomos.org/publications/charters>.

Funding will only be provided for activities conducted on heritage-listed places. A heritage-listed place is defined as a place listed (at time of application) in either:

- The Queensland Government's 'Queensland Heritage Register' (established under the *Queensland Heritage Act 1992*).
- A local government heritage register (established under the *Queensland Heritage Act 1992* or a planning scheme established under the *Sustainable Planning Act 2009*).

Applicants will be required to provide accurate information regarding the place's heritage listing at the time of application (e.g. place ID on the relevant heritage register, links to heritage overlays).

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 in the following instances:
 - When the Local Government Agency (LGA) is the applicant and is identified under Category 1 of the *Local Government Remuneration and Discipline Tribunal Report 2016* and is applying for funding for a project related to a place owned by the agency.
 - When the applicant organisation has a contract in place with the local government which provides the organisation with the responsibility to both occupy and maintain the heritage-listed place.
- administrative costs
- publications or research projects
- moveable heritage
- projects relating to 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:

- conservation projects that demonstrate conservation best practice 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
- projects that demonstrate co-funding will be highly favoured, such as:
 - direct cash input to the project—such as donations, income generated, fundraising
 - in-kind contributions—such as donated supplies, materials or services, volunteering time such as labour, expert advice or catering. As a guide, 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 the building is owned by a local government agency?

If the building is owned by a LGA, the applicant MUST provide a lease agreement indicating that the applicant organisation has the right to occupy and the responsibility to maintain the site.

As per “*What projects and activities are ineligible?*” applications will not be accepted for sites owned by the Queensland Government.

What if I am not registered for GST?

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

However, a grant of more than \$50,000 will not be provided for a project. Applicants not registered for GST should account for any costs associated with GST in the total funding sought.

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

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 EHP Technical Notes series - <https://www.qld.gov.au/environment/land/heritage/publications/>
- for more information on conservation management plans—search on www.ehp.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

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@ehp.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. All decisions relating to a grant application will be made based on the information contained in that application.

Application and assessment stages

STEP 1 – Prepare your application

Read and understand these grant guidelines.

Determine your organisation's eligibility as well as the eligibility of your planned activities. Call the department on telephone (07) 3330 6360 if you have a question relating to these guidelines or if you would like to discuss your application.

Set up a free online SmartyGrants account. All applications must be completed using SmartyGrants. Previous SmartyGrants users can use the same SmartyGrants account. A help guide for applicants is available at <http://help.smartygrants.com.au/display/help/Help+Guide+For+Applicants>

Start your application early to ensure you have enough time to gather supporting information such as quotes, letters of support and landholder's approval. Failure to provide relevant supporting documentation may affect the success of your application.

STEP 2 – Submit your application

Submit your application via SmartyGrants by 4pm, 20 June 2017.

All applications must be submitted via SmartyGrants. If there is a reason why you are unable to submit an online application, please contact the Grants Coordinator to discuss.

No late applications or emailed/posted applications will be accepted.

STEP 3 – Assessment of applications

Assessment will be undertaken by departmental staff and external representatives with relevant expertise.

Assessment will be based on the criteria identified in these guidelines.

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

External representatives will be required to sign a Conflict of Interest Declaration and a Deed of Confidentiality.

Note, any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.

STEP 4 – Results of applications

The Director-General, Department of Environment and Heritage Protection, is the decision-maker for all grants recommended for funding by the assessment panel.

The Minister for Environment and Heritage Protection will announce 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.

The department will email successful applicants regarding funding and seek further documentation as required.

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

Some conditions of the grants

All projects

1. 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.
2. Successful applicants will 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.
3. By submitting an application, the applicant agrees to abide by all of the terms and conditions of the grant in the guidelines.
4. 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 or program logo must be approved by the department before going to print.
5. 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.
6. All grant recipients will be required to submit periodic progress/milestone reports as per the department's requirements. Reports will be requested on at least a six-monthly basis.
7. All grant recipients will be required to complete and submit a final report and acquittal within 30 calendar days after the completion date of the project.
8. 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.
9. Final funding payment will be made on completion of the project and the department's acceptance of acquittal documentation.
10. 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.
11. The funded organisation will be provided with information detailing the financial and operational requirements of the grant.
12. The grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
13. The approved organisation must comply with all terms and conditions in the grant deed.
14. Applicants must be covered by at least the following insurance:
 - a. public liability insurance of a minimum of \$10 million
 - b. workers and volunteers under the *Queensland Work Health and Safety Act 2011*.
15. Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
16. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant deed.
17. Funding will not be available prior to signing by both parties of a grant deed, along with the provision of all required documentation to the department.

18. The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
19. Only one grant per heritage-listed site will be provided.
20. All projects must be completed within 12 months from the signing of the grant deed.

Required documents

The following MUST be submitted with your application:

- Written approval from the property owner (if applicable).
- A copy of a 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 and in-kind support to be committed to the project (if applicable).
- Written professional technical advice to support significant project activities where applicable. For example, technical advice provided by a structural engineer (if applicable).
- Two quotes for expenditure items over \$5,000. If the applicant is 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.
- A copy of the Certificate of Incorporation (if applicable).
- Financial documents as follows:
 - The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number.
 - For organisations with no audited financial statement, a balance sheet, income and expenditure statement and the last two bank statements showing BSB and account number.
 - Individual applicants must provide their last two bank statements.
- Certificate of Currency for public liability insurance coverage of at least \$10 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).

If applicable, successful applicants may be requested to provide statutory approvals for planned work, for example, an exemption certificate prior to the release of any grant funding