



# COMMUNITY **SUSTAINABILITY** ACTION GRANTS

ROUND 3 | HERITAGE CONSERVATION



## Minister's foreword

The Queensland Government's Community Sustainability Action grant program is allocating \$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.

To date, a total of \$7.9 million has been allocated to 232 recipients for projects which:

- Undertake sustainability and environmental activities which reduce carbon pollution and build the resilience of our urban and natural areas to the future impacts of climate change.
- Conserve Queensland's heritage-listed places, including the development of Conservation Management Plans.
- Research 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 \$40,000 (excluding GST) will be provided to successful applicants to assist in the conservation and restoration of some of Queensland's most precious heritage-listed places.

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

**Leeanne Enoch**

Minister for Environment and the Great Barrier Reef,  
Minister for Science and Minister for the Arts

### Prepared by

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## Overview—Heritage Conservation

The Queensland Government's Community Sustainability Action grants – Round 3: Heritage Conservation will provide up to \$950,000 in grant funding for the conservation of State heritage places entered on the Queensland Heritage Register (heritage-listed places).

Eligible applicants can apply for funding of up to \$40,000 (ex GST).

Grants will be provided to conserve Queensland's heritage-listed places. Grants will also be provided for the preparation/update of Conservation Management Plans by a qualified heritage architect for such places.

Details regarding eligible applicants and eligible activities are provided within these guidelines.

Eligible applicants are invited to initially submit an Expression of Interest. Shortlisted applicants will be invited to submit an application.

For key program dates, such as when the round opens and closes, please visit [www.qld.gov.au/environment/pollution/funding/community-sustainability](http://www.qld.gov.au/environment/pollution/funding/community-sustainability)

For more information please email [csagrants@des.qld.gov.au](mailto: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 you are strongly encouraged to familiarise yourself with the online application form before beginning the application process. The Expression of Interest (EOI) and Application forms are available at [www.qld.gov.au/environment](http://www.qld.gov.au/environment).

## Program objective

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

## Who is eligible to apply?

### Eligible applicants

- ✓ 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

### Ineligible applicants

- ✗ 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 \$40,000 (excluding GST) will be provided. Only one grant application per heritage-listed place will be accepted.

## Conservation Management Plans

Grants for Conservation Management Plans will be capped at \$15,000 (excluding GST) per application. Applicants seeking a grant to develop a new or to update an existing Conservation Management Plan will be required to contribute at least 25% of the cost of the development of that plan. Activities relating to the development/update of a Conservation Management Plan must be conducted by a qualified Heritage Architect.

Applicants seeking funding for a Conservation Management Plan may also seek funding to conduct conservation activities on the same place as part of the same application. The total value of this application must be no greater than \$40,000 (excluding GST). For example, a single grant can include up to \$15,000 (excluding GST) for the development/update of a Conservation Management Plan and \$25,000 (excluding GST) for conservation works. In such instances, a 25% contribution to the cost of the Conservation Management Plan will still be required.

## 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
- ✓ prepare or update a heritage conservation management plan by a qualified Heritage Architect

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

## 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 when 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
- ✗ 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 to 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.

## How will my EOI/application be assessed?

All Expressions of Interest (EOIs) and 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:

### Heritage value

- The project's ability to ensure that any heritage values are maintained and promoted in the community.

### Community benefit

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

### Project methodology

- The urgency of the proposed project (this applies to conservation/restoration projects only).
- The extent to which the project activities respect and maintain the place's heritage values, taking into consideration whether:
  - » activities represent best practice in regards 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 been consulted.

## Project management

- How sound the project methodology is.
- The capacity/ability of the applicant to complete the project within a twelve month timeframe.

## Value for money

- Is the applicant providing any in-kind contributions (either through material, labour or direct financial contributions)?
- Is the scale of the project activities commensurate with the funding sought?
- Will the project lead to worthwhile heritage outcomes?

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.

The assessment criteria is not weighted.

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.

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

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 Expression of Interest (EOI) which provides permission for you to undertake the project.

Failure to provide the relevant supporting documentation will deem your EOI 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)

If the place is owned by a LGA, you must provide a lease agreement specifying that you have BOTH:

- the right to occupy the place until at least 30 June 2021; and
- the responsibility to maintain the place.

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

As per "What projects and activities are ineligible?" applications will not be accepted for places owned by the Queensland Government or the Commonwealth 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 \$40,000 will not be provided for a project. 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 on this matter. More information can be found at: <http://www.ato.gov.au/Business/GST/>.

# Application process

Applications for grants can be time consuming and costly. To reduce this burden, a two-phased application and assessment process consisting of an Expression of Interest (EOI) stage followed by an Application stage will be used for this round of Heritage Conservation funding.

## Expressions of Interest

Applicants are required to initially submit an EOI which will request a description of their proposed project, information about the site including its history, and the anticipated costs of the project.

EOIs will be assessed by an assessment panel based on the following criteria:

- Heritage value
- Project methodology
- Value for money.

Refer to the above 'How will my project be assessed?' for more information on the assessment criteria.

Based on their assessment, the Assessment Panel will recommend EOIs to be shortlisted to the Deputy Director General, Conservation and Sustainability Services at the Department of Environment and Science. The Deputy Director General is the decision maker for EOIs recommended for shortlisting by the Assessment Panel.

## Applications

Applicants which have submitted a shortlisted EOI will be invited to submit a detailed application. Here, further detail regarding the project will be sought. Applicants will be required to provide greater detail on matters such as project methodology, the project budget and community access.

Short-listed applicants will be required to contact the department's Heritage Branch at [StateHeritageDevelop@des.qld.gov.au](mailto:StateHeritageDevelop@des.qld.gov.au) to discuss works and approval requirements prior to submitting an application for grant funding. Evidence of these discussions must be provided in writing with the application.

Applications will be assessed on the following criteria:

- Community benefit
- Project methodology
- Project management
- Value for money

Refer to the above 'How will my project be assessed?' for more information on the assessment criteria.

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](mailto:csagrants@des.qld.gov.au).

## Supporting documentation

Supporting documentation will be required to be submitted at the EOI and the Application stages as follows:

### Expression of Interest

- 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 and in-kind support to be committed to the project (if applicable).
- A copy of the Certificate of Incorporation (if applicable).

### Applications

- Written professional technical advice to support project activities provided by the department's Development Assessment and Archaeology Team (except where the application is for funding for the development of a Conservation Management Plan only).
- An approved Exemption Certificate issued by the Heritage Branch at the Department of Environment and Science (if necessary).
- Two quotes for expenditure items over \$5,000 (excluding GST). 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:
  - » 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 a recent bank statement showing BSB and account number.
  - » Individual applicants must provide a recent bank statement showing BSB and account number.
- Certificate of Currency for 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 EOI or Application being deemed ineligible or being unsuccessful.



## Submitting an Expression of Interest/Application

All EOIs and Applications must be submitted via SmartyGrants, the Department's online grants administration program.

Setting up a SmartyGrants account is free and 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>

If you experience technical difficulty creating a SmartyGrants account or completing an online form, please contact SmartyGrants on (03) 9320 6888.

Deadlines for submitting an EOI or Application are strict. No late EOIs or Applications will be accepted.

## Where can I find more information?

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

- for guidance on best practice and advice for conserving places of heritage value, search Department of Environment and Science's Technical Notes series - <https://www.qld.gov.au/environment/land/heritage/publications/>
- for more information on conservation management plans—search on [www.des.qld.gov.au](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](http://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@des.qld.gov.au](mailto: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.

## Some conditions of the grants

### All projects

1. Applicants must provide all required information at the time of submission of their Expression of Interest (EOI) and 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 EOI and 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. A grant will be developed using information provided in the EOI and application form, and in negotiation with the recipient or their sponsor.
6. Funding will not be available prior to signing by both parties of this grant deed, along with the provision of any additional required documentation to the department.
7. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant deed.
8. The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. Only one grant per heritage-listed place will be provided.
16. The Minister for Environment and Science will announce successful applicants.
17. Following the announcement, successful applicants will be listed on the department's website.
18. All applicants will be advised of the outcome of their submission by mail.
19. Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
20. All projects must be completed within 12 months from the signing of the grant deed.



