



# COMMUNITY **SUSTAINABILITY** ACTION GRANTS

ROUND 8 | COMMUNITY HERITAGE

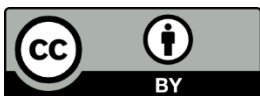
Prepared by: Grants Administration Unit, Department of Environment, Science and Innovation

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Front cover image: Wyambyn Homestead, Tabragalba

February 2024

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## Overview—Community Heritage

The Community Sustainability Action grants – Round 8: Community Heritage will provide up to \$850,000 in grant funding for the conservation of State heritage places entered on the Queensland Heritage Register (heritage-listed places) that are, or will be, accessible to the public and which:

- promote the heritage conservation values of the heritage place; and
- demonstrate engagement with the local community or tourists visiting the area.

Eligible applicants can apply for funding of up to \$50,000 (excluding GST).

Grants will be provided for projects to conserve Queensland's heritage-listed places by utilising best practice in heritage conservation and those which are able to facilitate or improve the community's access to the heritage-listed place and demonstrate how the heritage-listed place is intended to engage with the local community. Funding will also be provided for heritage interpretation where places may or may not be physically available to the public, but for which digital methods of interpretation allow for immersive interactive 'access'. Digital interpretation that invites tourists to visit a place will be considered for funding.

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

Applications close at 4pm on 25 March 2024.

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

## Guidelines for applicants

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to familiarise themselves with the SmartyGrants online application system and other supporting documentation before beginning the application. Further information is available at <https://www.qld.gov.au/CSAgrants>.

### Program objective – Community heritage

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 that are, or will be, accessible to the public and which:

- promote the heritage conservation values of the heritage-listed place; and
- demonstrate engagement with the local community or tourists visiting the area.

Projects funded will be those that:

- facilitate or improve community access to the heritage-listed place, including through the use of digital technologies that provide immersive experiences; and
- demonstrate how the heritage-listed place will engage with the local community and/or tourists.

### Application eligibility

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

### Ineligible applicants

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

### Available funding

Grants of up to \$50,000 (excluding GST) will be provided for projects that encourage the conservation and/or interpretation of a heritage-listed place. Only one grant application per heritage-listed place will be accepted.

### Project timeframes

Projects must be completed within two years from execution of the grant agreement.

### Co-contributions

Grants for conservation and interpretive works must have a co-contribution of at least 25% of the total project cost. Co-contributions can be either financial or in-kind.

In-kind contributions include, but are not limited to 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 \$46.62 per hour. Professional or contractor time contributed should be calculated at \$100 per hour.

## Eligible projects and activities

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, that are, or will be, accessible to the public and which:

- promote the heritage conservation values of the heritage place; and
- demonstrate engagement with the local community or tourists visiting the area.

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, gardens and landscapes
- improve the community's experience and interaction with heritage-listed places; for example, using an installation that enhances and reveals important stories associated with the places.
- prepare Conservation Management Plans with a focus on conservation and interpretation policies to manage and promote the values of places
- prepare Arboricultural Reports that will enable ongoing maintenance of significant gardens and parks.

Eligible activities include, but are not limited to:

- urgent repair works, e.g. timber framing, weatherboards, windows and doors
- restumping
- reroofing
- repointing brick or stone work
- exterior painting
- civil works to improve drainage
- investigative works to inform future conservation projects; for example, termite inspections, and mortar and paint scheme analyses undertaken by suitably qualified tradespeople and professionals
- installation of supplementary structure to support and extend the life of existing heritage fabric
- repair of existing fire and security systems, where it can be shown this contributes to the conservation of the place
- restoration of heritage parks and gardens, including control of pest or fungal attack, tree pruning and mulching, maintenance of flower beds, cleaning and repair of paths and other hardscaping features, and replacement of dying or declining trees with appropriate specimens
- development and installation of devices, such as touch screens, interactive displays, audio guides, online virtual tours (to a maximum value of \$25,000)
- Conservation Management Plan or Arboricultural Report (tree survey, hazard assessment and tree retention and protection plans) (to a maximum value of \$25,000)
- works to achieve resilience to climate change
- administration costs (including audit fees) up to 10% of the total budget.

## Best practice conservation activities

Conservation projects funded will be those that undertake works that retain the significance of the place and use like-for-like materials.

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

The Queensland Government acknowledges the Australia ICOMOS Burra Charter 2013 (Burra Charter) as a guide to good heritage conservation practice. A core principle 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: [Publications | Australia ICOMOS](#)

## Ineligible projects and activities

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. using steel roofing products that do not closely match the finish of products used in the past
- 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, unless a clear conservation benefit can be demonstrated for the place
- work which has already commenced or been completed
- projects undertaken on properties owned by the Queensland Government or the Commonwealth Government
- administrative costs exceeding 10% of the total budget (including audit costs)
- publications or research projects, where it cannot be shown they deliver an interpretation benefit for the place
- projects relating to moveable heritage or shipwrecks
- demolition or other works that may adversely affect the heritage significance of a heritage place
- everyday maintenance work that should normally be undertaken to keep the place in good repair, i.e. cleaning blocked gutters and downpipes, repair of leaking taps or 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 heritage 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 demonstrate how the heritage place will engage with the local community and tourists visiting the area
- projects that support engaging specialist contractors and artisans, as well as supporting tourism.

## 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 - 25%**
  - The project's ability to ensure that the place's heritage conservation values are maintained and/or promoted in the community.
  - The extent the project will provide worthwhile heritage outcomes.
- **Represents Value for money - 20%**
  - 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 in-kind contributions of 25% or greater (either through material, labour or through direct financial contributions)?
  - Have two quotes been provided for contractor costs and any other expenditure items over \$10,000 (excluding GST)?
- **Community benefit - 35%**
  - The extent the community is able to access, engage with and appreciate the place.
  - The extent the project will improve or maintain the public's current access to the place and engage with the local community or tourists visiting the area.
- **Demonstrate clear project management and governance arrangements - 20%**
  - The urgency of the proposed project, if it involves conservation works like repair of deteriorating parts of a building such as the roof or foundations.
  - 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 and interpretation of the place
    - heritage tradespersons used where possible
    - original materials are replaced like-for-like
    - the work is compliant with a Conservation Management Plan and/or if an expert has been consulted, it can be shown that the project meets an identified community or tourism need.
  - How sound the project management is with regard to ensuring the project is able to be completed.
  - The capacity/ability of the applicant to complete the project within a two year timeframe.

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.

## 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 could render 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 you are a local government agency you can apply for funding in your own right.

If you are applying for a heritage-listed place which 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 2026; and
- the responsibility to maintain the place.

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 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.

## **Applications and GST**

Applicants registered for GST will not be provided with funding to account for costs directly associated with GST and are required to provide the GST exclusive amount in their budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the Australian Tax Office (ATO).

Where an applicant is not registered for GST, the budget may include the GST as a cost component of the grant.

For advice on GST, please seek assistance from the [Australian Tax Office](#).

Please contact the grants program office at [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au) if you have any questions.

## **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.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account you can log in 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.

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

## **Supporting documentation**

Supporting documentation required to be submitted with the application 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)
- two quotes for expenditure items over \$10,000. 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:
  - 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 (transactions/balances can be redacted) or a letter from their bank on official letterhead clearly 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).
- where the project involves development, confirmation that approval, or advice about approvals required, has been sought. This confirmation can take the form of either an approval (e.g. an exemption certificate given under the *Queensland Heritage Act 1992*) or an email showing that advice about approvals has been provided by the department.

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 Queensland Government Technical Notes series—<https://www.qld.gov.au/environment/land/heritage/publications/>
- for more information on conservation management plans—<https://www.qld.gov.au/environment/land/heritage/publications/>
- 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)
- regarding any development to be undertaken, contact the Heritage Branch by email to [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au) or phone 13QGOV (13 74 68) and ask to speak with an officer in heritage development assessment.

## Application assessment

Applications will be assessed by an assessment panel consisting of Queensland Government employees and external representatives. The Panel will make funding recommendations to the Director-General Department of Environment, Science and Innovation, 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, location of the project and a description of the project 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 this guideline).

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

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

## Funding availability

Funding is expected to be available from mid-2024. Funding can only be provided to successful applicants once both parties have signed the grant agreement, and all required documentation has been received by the department.

## Further Information

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: a Grants Coordinator can 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.

## Privacy statement

The department is collecting personal information in the application for Community Sustainability Action grant Round 8: Community Heritage to assess your application for funding and prepare a grant agreement, 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
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for the Environment and the Great Barrier Reef and Minister for Science and Innovation 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 Queensland Government 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, you may contact [Right to Information Services](#).

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)

## 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.
- If applicable, applicants must ensure that an anti-cyberbullying policy and process for the detection, prevention, intervention, reporting and management response of cyberbullying acts or allegations is implemented and maintained for the duration of the grant.

### Grant agreements and the provision of funding

- Project activities should not be conducted until the grant agreement has been executed.
- Where necessary, relevant approvals for any development occurring at the place must be obtained prior to the development commencing (e.g. obtaining an exemption certificate.) More information is available at <https://www.qld.gov.au/environment/land/heritage/development/approvals>.
- A grant agreement will be developed using information provided in the application form and in negotiation with the approved recipient.
- Successful applicants must return a signed grant agreement within six weeks of the date of being issued by the department or the funding offer may be withdrawn.
- The grant agreement will specify the financial and operational requirements of the grant.
- All recipients 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.
- 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) that 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 agreement.
- 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 agreement. 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 2 years from the signing of the grant agreement.

### **Reporting requirements**

- 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.
- 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 activities.
- 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 statements 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, Certified Practising Accountant 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 in accordance with the timeframes provided in the grant agreement.

### **Announcement of successful applicants**

- The Minister for the Environment and the Great Barrier Reef and Minister for Science and Innovation will announce successful applicants.
- Following the announcement, successful applicants will be listed on the Queensland Government website.
- All applicants will be advised of the outcome of their application in writing.
- Successful recipients are to treat their funding as confidential prior to the Minister's announcement of the successful applicants, i.e. no media or public announcements of the project should be made until then.