



SHOWCASING QUEENSLAND HERITAGE GRANTS

2024



Queensland
Government

Prepared by: Heritage Branch, Department of Environment, Science and Innovation (DESI)

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Front cover image: Hou Wang Miao, Atherton (Heritage Branch 2011).

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About the program

The Showcasing Queensland Heritage program provides grant funding towards events that relate to and promote heritage places in Queensland.

Applications close on **Monday 25 March 2024**. Apply online at <https://des.smartygrants.com.au/>

Program objective and intended funding outcomes

Events funded under the program will encourage and promote community understanding and appreciation of, and engagement with, heritage places in Queensland.

A **heritage place** means that the place is:

- entered in the Queensland Heritage Register (a State heritage place); and/or
- identified by local government in a planning scheme or local heritage register (a local heritage place)

Types of **events** funded might include, but are not limited to, exhibitions, talks, lectures, seminars and workshops, open houses and tours, performances and festivals.

Events that will be given **priority** during the assessment process will:

- relate to State heritage places
- be open to the public
- be free or low cost
- encourage active community participation
- promote and/or facilitate inclusivity and accessibility
- be held in regional Queensland (for this program meaning outside of Brisbane)
- be delivered sustainably with reduced environmental impacts

Alignment with government priorities

The program aligns with a recommendation from the Queensland Heritage Advisory Panel in the *Queensland Heritage Implementation Strategy* to explore opportunities to build on existing events that raise the profile and facilitate engagement with and better understanding of Queensland's heritage places. A link to further information can be found under 'Resources'.

The program is also linked with functions of the Queensland Heritage Council under the *Queensland Heritage Act 1992* to encourage interest in, and understanding of, Queensland's heritage, including, for example, by promoting or supporting events relating to Queensland's heritage.

Application eligibility

Who is eligible to apply?

- Not-for-profit / charitable organisations legally registered in Australia
- Local government authorities
- Incorporated associations (incorporated under the *Associations Incorporation Act 1981*)
- Universities
- Most Queensland government departments, agencies and statutory authorities

Eligible entities can work in partnership and collaborate on a single event. Only one application is required from the lead organisation, with a letter of commitment from the collaborating organisation/s.

Applying with an event sponsor or auspice

Unincorporated organisations or unregistered charities and not-for-profit organisations who would otherwise be ineligible can apply with an eligible entity as the event sponsor (also referred to as auspice). If successful in receiving funding, event sponsors must take full legal and financial responsibility and accountability for the event.

Who is not eligible to apply?

- Individuals, schools, or commercial entities
- The Queensland Department of Environment, Science and Innovation
- Organisations based outside of Queensland

Applying if you are not the owner of the place of the event

You may apply if you are not the legal owner of the place where the event will be held. However, you **MUST** provide supporting documentation with your application from the owner providing their permission for you to undertake the event. Failure to provide this may render your application ineligible.

Event timeframes

If successful in receiving a grant, the event must be completed within one calendar year of signing the funding agreement. Funding is anticipated to be available in mid-2024.

Grant categories and available funding

Grant category	Criteria / best suited for events that:	Funding available (excluding GST)
Category 1 – Standard event	<ul style="list-style-type: none"> • are limited to a one-day program • plan to have less than 1000 people attending • are relevant to a specific heritage place, group / audience, or geographic area 	Up to \$5,000
Category 2 – Major event	<ul style="list-style-type: none"> • have a multi-day program • plan to have more than 1000 people attending • relate to several heritage places over a wider geographic area appealing to a broad audience • are already established with a proven track record • take in financial contributions from other sources 	Up to \$50,000

A total of \$175,000 in funding is available. Grants are anticipated to be very competitive due to a high volume of applications and not all will be funded for the full amount applied for. Applicants are encouraged to seek funding for their events from multiple sources.

Events that will not be funded

This grant is not suitable for events:

- that do not relate to a heritage place/s
- held outside of Queensland
- with a focus on competitions, commercial or organisational fundraising activities not related to raising funds for the heritage place.

Eligible expenses

Expenses must directly relate to the delivery of the event and be essential for its delivery, for example:

- venue and equipment hire
- food and catering
- marketing, advertising and promotion
- fees and permits
- non-recurrent salaries, wages and other costs for short term or casual workers
- cleaning
- performers and entertainment
- security.

Ineligible expenses

Grant funding cannot be used for:

- capital expenditure for assets or equipment (e.g. buildings, motor vehicles, uniforms)
- travel and accommodation
- recurrent costs (e.g. ongoing staff within the organisation, office rent/leases)
- prizes, trophies, awards, donations, gifts or souvenirs
- costs that are not essential or not related to the event
- retrospective funding for activities already underway or delivered.

Additional information about event expenses

Expenses over \$5,000 (excluding GST)

Applicants must submit two quotes for any expenditure items over \$5,000 (excluding GST) with their application to assist the assessment panel determine value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application.

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 application budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the ATO.

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

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

Application process

How to apply

Applicants are required to submit their application and all supporting documentation (refer to '**Required documents**' section of this guideline) by **25 March 2024**. No extensions will be provided.

All applications must be submitted using [SmartyGrants](#), the department's online grants administration program. If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

Assessment criteria

All eligible applications will be assessed by an assessment panel comprised of Queensland Government employees and relevant external representatives against the following criteria:

1. Meets the program objectives and intended funding outcomes, which are to encourage and promote community understanding and appreciation of, and engagement with, heritage places in Queensland.

Events that will be given **priority** during the assessment process will:

- relate to State heritage places
- be open to the public
- be free or low cost
- encourage active community / volunteer participation
- promote and/or facilitate inclusivity and accessibility
- be held in regional Queensland (for this program meaning outside of Brisbane)
- be delivered sustainably with reduced environmental impacts

2. Aligns with the indicative criteria for the grant category applied for:

Grant category	Criteria / best suited for events that:	Funding available (excluding GST)
Category 1 – Standard event	<ul style="list-style-type: none"> • are limited to a one-day program • plan to have less than 1000 people attending • are relevant to a specific heritage place, group / audience, or geographic area 	Up to \$5,000
Category 2 – Major event	<ul style="list-style-type: none"> • have a multi-day program • plan to have more than 1000 people attending • relate to several heritage places over a wider geographic area appealing to a broad audience • are already established with a proven track record • take in financial contributions from other sources 	Up to \$50,000

3. Demonstrates sound event planning and organisational capability and capacity for delivering the event, including:

- provides a clear explanation of event description and benefits
- presents reasonable timeframes to complete event activities
- details on how the event will be monitored and its success evaluated.

4. Represents value for money, including:

- extent to which event has been realistically costed and budget items justified
- whether there is a contribution of additional funding or in-kind support
- if the funding sought is necessary for the successful completion of the event.

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

The assessment 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 outcomes

Applicants will be advised of the outcome of their application in writing. Details including the name of successful applicants, funding allocated, location of the event and a description of the event will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted regarding funding arrangements, agreements and other documentation/approvals that may be required (refer to the '**Required documents**' section of this guideline).

Applicants who are not satisfied with the outcome of their application can request feedback or lodge an appeal on the decision (refer to the '**Further information**' section of this guideline).

Required documents

- Eligibility documentation for your organisation (or your event sponsor if relevant) as follows:
 - a) Incorporated Association—a copy of the Certificate of Incorporation
 - b) Registered Charity—a copy of the charity certificate from the Australian Charities and Not-for-profit Commission
 - c) Not-for-profit entity (not registered with the ACNC)—a copy of the Certificate of Registration of Company from ASIC and a copy of the organisation's constitution
 - d) Indigenous Corporation—a copy of the Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation
- A letter of support from the event sponsor (if applicable)
- A letter of support from the event collaborator (if applicable)
- A letter of permission from the landowner (if applicable)
- Two quotes for any expenses exceeding \$5,000 (ex. GST)
- Evidence of commitment of any cash contributions (such as letters from contributors)
- A detailed map and photographs of the event location. The map should include event boundaries and information which indicates where specific activities will occur.
- Financial documentation for your organisation (or your event sponsor if relevant) as follows:
 - a) The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number
or, for organisations without an audited financial statement:
 - b) A balance sheet, income and expenditure statement, and the last two bank statements showing the BSB and account number.

Insurances

Successful applicants (or their sponsor where relevant) will be required to provide the following prior to release of any grant funding:

- 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 event.
- 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* (where applicable).

Resources

- The Queensland Government has resources available to assist event organisers to successfully plan and manage an event. These best practice guidelines for event management in Queensland and other tools and templates are available at: <https://www.qld.gov.au/about/events-awards-honours/events/event-delivery>
- Information about the Queensland Heritage Implementation Strategy (October 2022) to deliver the recommendations of the Queensland Heritage Advisory Panel can be found at: <https://www.qld.gov.au/environment/land/heritage/council/advisory-panel>
- Search the Queensland Heritage Register at: <https://apps.des.qld.gov.au/heritage-register/>

Further information

If you have any questions relating to this guideline or if you would like to discuss your application, please contact the Heritage branch by email at heritage@des.qld.gov.au.

Privacy statement

The department is collecting personal information in the application for the Showcasing Queensland Heritage Grants program to assess your application 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 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

Grant 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 this guideline.
- 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*.
- Any approved sponsoring organisation must remain the event sponsor for the duration of the event or until a new sponsor is submitted and accepted by the department.
- 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 applicant will be provided however, more than one application per organisation can be submitted.
- A sponsor may sponsor one or more events and may receive a grant in its own right (if eligible).

Grant agreements and the provision of funding

- A grant agreement will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant agreement will specify the financial and operational requirements of the grant.
- Funding will not be available until both parties sign the grant agreement and any additional required documentation has been provided to the department.
- The event activities cannot commence until both parties have signed the grant agreement and the additional required documentation is received by the department.
- 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.
- Successful applicants may be required to complete a Conflict of Interest declaration prior to the release of any funding. A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
- Signing of the grant agreement indicates the recipient's acceptance of all funding terms and conditions in the guidelines and funding 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.
- Funding provided must be spent for the purposes stated in the grant agreement and in accordance with program guidelines.
- Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the department's delegated officer to provide approval. No variation is to be implemented without the applicant first receiving written approval from the department.
- In the event of cancellation of a funded activity, the department must be notified in writing. Any unspent funds must be returned to the department.
- All events must be completed within one calendar year from the signing of the grant agreement.

Reporting requirements

- All grant recipients will be required to submit periodic progress 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 event 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 statement and receipts for expenditure). This documentation must be provided to the department on request.
- Grants exceeding \$10,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.
- Any approved sponsoring organisation must remain the event sponsor for the duration of the project or until a new sponsor is submitted and accepted by the department.
- 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 must be approved by the department before going to print in accordance with the timeframes provided in the funding 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 event should be made until then.