

Grant Program Guidelines

2024-25 Environmental Recovery Package: Heritage Disaster Recovery Grants

North and Far North Tropical Low – 29 January 2025 – 28 February 2025



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The Grants Administration Unit,
Department of the Environment, Tourism Science and
Innovation.

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The department is committed to respecting, protecting and promoting human rights, and our obligations under the Human Rights Act 2019.

December 2025

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Overview

The '2024-25 Environmental Recovery Package: Heritage Disaster Recovery Grants' is providing funding to support heritage places in regions that were heavily impacted by the *North and Far North Tropical Low, 29 January 2025 – 28 February 2025* weather event (the eligible event).

Applications will be assessed under a competitive process with grants up to \$50,000 (excluding GST) available for eligible projects that restore State heritage places (entered in the Queensland Heritage Register) impacted by the event and improve the resilience of those places for future disaster events.

A total of \$400,000 (GST excl) is available.

Activities must be undertaken within eligible local government areas which are listed in these guidelines below.

Further details are provided in these guidelines, including information about eligibility and assessment criteria, project timeframes and reporting requirements, advice about how to apply and what makes a good application.

Applications close at 4pm 6 February 2026.

The Environmental Recovery Program is jointly funded by the Australian and Queensland Governments under the Disaster Recovery Funding Arrangements (DRFA).

For more information, please email grantsadministration@detsi.qld.gov.au or contact the grants program office on (07) 3330 6360.

Guidelines

Applicants must read these guidelines in full before applying for funding 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 program provides grant funding to eligible parties to undertake restoration works to places on the Queensland Heritage Register that were impacted by the event. Proposed projects should also seek to improve the resilience of these places against future disaster events.

Applicants will need to demonstrate how their project will utilise sound heritage conservation practice to protect heritage values and significant fabric during proposed restoration works.

Application eligibility

The following individuals / entities are eligible to apply for a grant:

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

Applications will be considered for heritage places that:

- are entered in one of the following:
 - the Queensland Heritage Register (established under the *Queensland Heritage Act 1992*)
 - a local heritage register (established under the *Queensland Heritage Act 1992*)
 - a local government planning scheme or heritage overlay (established under the *Planning Act 2016*)
- are located in an eligible local government area identified below under 'Eligible locations'; and
- were directly impacted by the event.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- Queensland Government agencies
- Australian Government agencies
- statutory bodies and authorities (except those identified as eligible)
- government owned corporations
- an organisation included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au).

Eligible locations

The heritage place must be located in the following local government areas:

1. Aurukun Shire Council
2. Barcaldine Shire Council
3. Blackall-Tambo Regional Council
4. Boulia Shire Council
5. Burdekin Shire Council
6. Burke Shire Council
7. Cairns Regional Council
8. Carpentaria Shire Council
9. Cassowary Coast Regional Council
10. Charters Towers Regional Council
11. Cloncurry Shire Council
12. Cook Shire Council
13. Croydon Shire Council
14. Diamantina Shire Council
15. Doomadgee Aboriginal Shire Council
16. Douglas Shire Council
17. Etheridge Shire Council
18. Flinders Shire Council
19. Hinchinbrook Shire Council
20. Hope Vale Aboriginal Shire Council
21. Kowanyama Aboriginal Shire Council
22. Longreach Regional Council
23. Mackay Regional Council
24. Mareeba Shire Council
25. McKinlay Shire Council
26. Mornington Shire Council
27. Mt Isa City Council
28. Napranum Aboriginal Shire Council
29. Northern Peninsula Area Regional Council
30. Palm Island Aboriginal Shire Council
31. Pormpuraaw Aboriginal Shire Council
32. Richmond Shire Council
33. Tablelands Regional Council
34. Torres Shire Council
35. Torres Strait Island Regional Council
36. Townsville City Council
37. Whitsunday Regional Council
38. Winton Shire Council
39. Wujal Wujal Aboriginal Shire Council
40. Yarrabah Aboriginal Shire Council

Available funding

Applicants may seek funding for grants of up to \$50,000 (GST excl).

Applicants can submit multiple applications. However, consideration may be given to the number of grants approved for any one organisation.

Application and GST

Applicants registered for GST will not be provided funding to account for costs directly associated with GST and must provide the GST exclusive amount in their budget. Recipients registered for GST can claim the GST component for any expenditure they incur, back from the ATO.

Applicants not registered for GST may include the GST as a cost component of the grant in the budget.

For advice on GST, please seek assistance from the Australian Tax Office.

For more information, please email grantsadministration@des.qld.gov.au or contact the grants program office on (07) 3330 6360.

Project timeframes

Project activities must be completed by 30 June 2027, and all reporting and financial acquittals due by 31 July 2027. Please refer to the “Grants terms and conditions” section of this document for more information about grant agreements.

Eligible projects and activities

Eligible projects are those that:

- Undertake restoration works to conserve significant heritage features of a State heritage place damaged by the event; and
- Increase the resilience of a State heritage place against 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 or ongoing restoration plan as a component of your on-ground activities to support the project deliverables
- assessment by other relevant building professionals (with demonstrated experience working with heritage places) to document impact levels from the disaster event and/or preparation of a restoration plan to increase future resilience as a component of your on-ground activities to support the project deliverables.

Conservation activities

Projects funded will be those that undertake works that provide best outcomes for protecting significance of the place and the use of 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 where that owner has responsibility for the maintenance and upkeep of the property
- reinstating items on heritage buildings where design, materials, construction, and/or methods are inappropriate or unsympathetic to the period, style and significance of the heritage item e.g. reroofing a historic building with modern materials
- reconstruction of features that are not based on documentary and physical evidence
- the purchase of a building or land
- the construction of new buildings or new additions to heritage places
- related to a publication or research project
- 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
- deemed to generate a further risk to the heritage place
- considered regular maintenance work that should normally be undertaken to keep the place in good repair
- commercial in nature for the project activities
- are eligible for reimbursement under other funding sources, for example, insurance and other DRFA funding relief measures
- restoration or repair of a building or its features where damage was not a direct result of the eligible event.

Eligible costs

Eligible costs 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
- administration costs (e.g. project management, financial audit fees) of no more than 5% of the total budget.

Where non-government organisations and not-for-profit organisations are approved for grant funding, they may be eligible to claim overhead costs supported by evidence. See below for further detail.

Costs incurred prior to program funding

Costs of eligible activities and eligible expenses that occurred after the Prime Minister approval of the funding (16 July 2025) for the eligible event may be deemed eligible for reimbursement.

Eligible costs include project related costs incurred by the successful applicants after 16 July 2025 and prior to the execution of the grant agreement. Such costs will need to be identified in the application, will be assessed by the assessment panel utilising the criteria listed below, and must be acquitted at conclusion of the project.

Eligible costs must be linked to an eligible activity and must be supported by detailed evidence of the actual expenditure and dates delivered when claiming payments and acquitting the grant.

Ineligible costs

Ineligible costs 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
- administrative costs exceeding 5% of the total budget
- costs that are reimbursable under other funding sources, such as business continuity, insurance, alternative DFRA relief measures or costs recouped through the sale of salvaged assets.

The above list identifies the most common examples of ineligible costs and is not intended to be prescriptive or comprehensive. If there is any doubt about ineligible projects/activities, please contact the department.

Purchase of new assets

The purchase of new assets to undertake eligible activities is generally ineligible. However, the purchase of assets may be considered eligible where:

- equipment is unable to be hired and must be purchased to meet operational requirements; or
- it is less expensive to purchase the asset than to hire it.

Only the purchase price less the residual/depreciated value of the asset will be considered an eligible expense.

Applicants seeking to purchase an asset, as opposed to hiring, must provide the following information with their applications for assessment purposes:

- the operational imperative to purchase the asset versus hiring it including priority and timeframe necessitating the purchase
- evidence of inability to hire from suitable suppliers, i.e., letter or email with company letterhead or logo
- cost benefit rationale including a comparison of purchase cost against actual hire costs over a required timeframe, and the cost to transport hire equipment plus hire costs versus local purchase cost
- details of ongoing maintenance, storage and insurance requirements
- details of safe use/health and safety risk mitigation of asset

- estimated residual value of the purchased asset, including warranty period extending beyond the eligible activities.

The purchase of assets is to be agreed by the department with the Queensland Reconstruction Authority, prior to their purchase.

If the purchase of an asset is approved, the applicant must provide the following information with final report and acquittal:

- proof of purchase; and
- the purchase price less the residual/depreciated value at the end of the operational use may be considered eligible.

Definition of an asset

For the purposes of this round of funding, an asset is defined as something that has a usable life beyond the project and would be added to and managed in the applicant's asset register.

Assets **do not** include eligible items consumed during the approved project activities.

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 the 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 **30 June 2027**.

Supporting documents required for applicants which are 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 is as follows:

If the place is owned by a local government, the Queensland or Australian Government, statutory body or government owned corporation

If you are a local government and you own the place, you can apply for funding in your own right.

If you are applying for a heritage-listed place which is owned by an local government, the Queensland or Australian Government, statutory body or government owned corporation you must provide a lease agreement/contract specifying that your organisation has both:

- the right to occupy the place until at least **30 June 2029**; and
- the responsibility to maintain the place.

Queensland and Australian Governments, statutory bodies and government owned corporations are ineligible to apply for a grant.

If the place is owned by another individual, company or trust

A letter of support is required, that is 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.

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 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 terms and conditions as specified in these guidelines.

Application assessment

Applications will be assessed by a panel consisting of Queensland Government employees and external representatives.

As per the requirements under the Commonwealth and Queensland Government Disaster Recovery Funding Arrangements, an expert panel comprised of Queensland Government employees will review and endorse the funding recommendations.

Endorsed funding recommendations will be provided to the Director-General, Department of the Environment, Tourism, Science and Innovation (DETSI), who is the decision-maker for all funding recommendations.

Assessment criteria

1. Meets the program objective

The extent to which the application:

- will undertake projects that restore event-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 2027**
- demonstrates the applicant's capability and capacity for delivering the project, managing grant and maintaining 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.
- the ultimate responsibility for undertaking repairs and restoration works of the place.
- 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 are not weighted.

Application outcome

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

Details, including the name of the 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.

Unsuccessful applicants can request feedback on their application by emailing grantsadministration@detsi.qld.gov.au.

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing grantsadministration@detsi.qld.gov.au.

Funding availability

DETSI will require successful applicants to enter into a grant agreement. Under this agreement successful applicants will receive funding in milestone payments. The first payment of up to 80 per cent of the approved grant will be paid upon signing of the funding agreement.

Additional payments may be made on the recipient's completion of milestones as identified in the grant agreement. A final payment of the remaining grant will be paid upon successful acquittal of the entire grant.

Tips for a successful project

When planning a project, applicants should ensure:

- these guidelines have been read and ensure that all application requirements, grant terms and conditions can be met
- project outcomes are clear and well-defined
- the project works/activities directly assist the restoration of your heritage place and increase disaster resilience
- the project can be realistically completed and acquitted prior to **31 July 2027**.
- 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.

Grant terms and conditions

Grant agreements

- Successful applicants must enter into (sign) a grant agreement with the department which 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.

Successful applicant process

- The applicant must 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 (in total and per event) that is current and will remain current for the project duration.
 - Certificate of Currency for Work Cover insurance (as required by law)
 - A copy of a recent bank statement to confirm the BSB and account details of the recipient. This is the account the grant funding will be paid into.
 - Copies of appropriate approvals and permits needed for the funded activities.

- 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) 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.
- Changes to the agreed project will require the successful applicant to apply for a variation in writing to the department. This includes, but is not limited to changes in:
 - budget and expenditure;
 - changes in project activities including location; and/or
 - milestone descriptions and delivery dates.
- It is at the absolute discretion of the delegated officer to provide approval for requested contract variations.
- 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 acquittal documentation.
- All project activities must be completed prior to 30 June 2027.

Reporting requirements

- All grant recipients must complete monthly progress reporting. This is required at 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
 - before (where possible) and after photos
 - report to be signed off by the authorised accountable officer.
- All grant recipients must complete and submit a final report and acquittal within 30 calendar days after the completion date of the project. This reporting form will be provided by the department to recipients through SmartyGrants during the course of the project.
- Income and expenditure statement, tax invoices or other evidence of expenditure must be provided with the completion report as evidence of all grant funding expenditure.
- 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 promotional or other purposes. Applicants will be consulted before images are used for promotional materials.

Announcement of successful applicants

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

Privacy

The Department of the Environment, Tourism, Science and Innovation is collecting personal information to assist the grant program assessment panel review funding applications and to prepare a grant agreement, should your application be successful.

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

- Authorised officers from DETSI and other Queensland Government agencies
- Approved 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's National Emergency Management Agency.

Information contained in your application, including ongoing project reporting and acquittal documentation for successful projects, may also be provided to the Minister for the Environment and Tourism and the Minister for Science and Innovation and the minister's members of staff.

If your application is successful, the following information will be published on the Queensland Government and Australian Government National Emergency Management Agency websites, and potentially on Queensland Government and Australian Government (and National Emergency Management Agency) social media channels:

- total amount of funding allocated
- project name, suburb location and description
- project recipient, except in the case of private protected area landholders, where the name of the nature refuge or the special wildlife reserve will be published instead of the recipients name.

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.

The 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@detsi.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@detsi.qld.gov.au.

Contact information

If you have any questions relating to grants or these guidelines, please contact the grants coordinator by phone (07) 3330 6360 or email grantsadministration@detsi.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.