

Community Sustainability Action *grants*



Round 1—Heritage

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July 2016

Minister's foreword

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

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

Up to \$4 million will be allocated throughout 2016/17 to projects which support:

- improving the condition of Queensland's unique wildlife and natural environment through a range of activities including weeding and revegetation, removal of litter and marine debris, and pest animal control.
- restoring, conserving or improving public access to Queensland's heritage-listed properties, including the development of Conservation Management Plans.
- investigating the issues affecting Queensland's koala populations, and developing and trialling methods to encourage protection of the species.

The Community Sustainability Action grants will be delivered through regular targeted rounds, with this first round focussed on Built Heritage.

Grants of up to \$50,000 will be available to eligible applicants including owners of heritage listed properties and not-for-profit groups maintaining listed places.

This is a wonderful opportunity to share in funding for worthwhile projects that protect the very fabric of what makes Queensland so special. I encourage you to consider the guidelines and applying for a grant to improve and preserve your local environment.

Dr Steven Miles

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

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Overview—Heritage

The Queensland Government's *Community Sustainability Action* grants provides funding to eligible organisations and individuals to undertake on-ground activities to tackle environmental degradation throughout Queensland and address the potential loss of important heritage places throughout Queensland.

The \$12 million grant program provides grants for a wide range of environmental and heritage initiatives. This is the first round of funding, the heritage stream, and offers \$4 million statewide for heritage conservation of Queensland's heritage-listed sites.

Eligible applicants can apply for funding up to \$50,000 for projects which seek to restore Queensland's heritage-listed sites with the aim of improving the community's access to the sites and appreciation of Queensland built heritage.

Eligible applicants are detailed within the guidelines and will be:

- individual owners of heritage-listed sites
- specialist bodies established to conserve or manage heritage places (for example historical and heritage societies)
- non-profit incorporated organisations and community and volunteer groups that are responsible for maintaining heritage-listed sites.

Heritage conservation projects include activities relating to the management or conservation of places listed on a statutory heritage register including the Queensland Heritage Register or a local government heritage register.

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

Applications close 19 August 2016 with funding available to successful recipients from December 2016.

Guidelines for applicants

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

Program objective

The objective of this grant program is to support eligible community groups and heritage owners to undertake projects that facilitate the conservation of, access to and community engagement with Queensland's heritage-listed places.

Who is eligible to apply?

- non-profit incorporated groups or organisations responsible for maintaining heritage-listed places
- specialist bodies established to conserve or manage heritage places (for example historical and heritage societies)
- owners of places in the Queensland Heritage Register or a local heritage register—who can demonstrate community benefit and involvement. For example, heritage-listed places open to the public where the project is able to improve access to and appreciation of the heritage-listed place.

Who is ineligible to apply?

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

How much can my organisation apply for?

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

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

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

A successful organisation will not receive more than one grant per round.

What projects and activities are eligible?

Projects and activities on heritage places entered in either the state or a local government heritage register will be considered for funding under this round. Specifically, these include:

- projects that conserve original heritage features, restore heritage parks and gardens, improve access and/or continued use of a heritage place by the community
- termite inspection and treatment
- restumping and other urgent structural works
- preparation or updating of heritage conservation management plans.

What projects and activities are ineligible?

Projects and activities that will not be considered for funding under round one 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
- reconstruction or restoration that is not based on documentary and physical evidence
- purchase or relocation of a building or item
- construction of new outbuildings
- work which has already commenced or been completed
- administrative costs exceeding 10% of the grant sought (including audit costs if applicable)
- publications or research projects
- moveable heritage
- projects relating to shipwrecks
- website development
- fire regulation upgrades to enable contemporary use of heritage places.

Will any projects or activities receive priority?

The following projects and activities may be given priority in heritage funding:

- Projects that promote the involvement of the broader community in conserving heritage-listed places.
- Conservation projects that demonstrate conservation best practice and are supported by a work schedule documented in a conservation management plan.
- Projects that demonstrate co-funding will be highly favoured, such as:
 - direct cash input to the project—such as donations, income generated, fundraising
 - in-kind contributions—such as donated supplies, materials or services, volunteering time such as labour, expert advice or catering. As a guide, volunteer time or labour contributed to a project should be calculated at \$25 per hour. Professional or contractor time contributed should be calculated at \$75 per hour.

What if I am not registered for GST?

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

For non-registered organisations, the application form provides more detailed information on how the budget should be represented.

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

Where can I find out more information?

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

- more information on conservation management plans—search on www.ehp.qld.gov.au
- Queensland Heritage Register—search on www.ehp.qld.gov.au
- your local council—www.qldcouncils.com.au

Disclaimer: The Department reserves the right to allocate funds where a project proposal provides an exemplary and demonstrable built heritage benefit but does not strictly meet all guidelines.

Application stages and assessment

Stage 1—Planning and preparation

July-August 2016

Planning

- Read these guidelines in full.
- Identify if you/your organisation and the project and its activities are eligible for funding.
- Consult with authorities/professionals—the Heritage Branch at the Department of Environment and Heritage Protection, local council and professional/technical specialists can provide valuable advice on activities and projects.
- Talk to other like-minded local heritage groups.
- Set-up an account in SmartyGrants—the Department’s online grants management system. View the guide for further information on setting up your account <http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>.

Please note:

- All applications must be completed online using SmartyGrants.
- SmartyGrants will require you to use an email address as your username. This email address will be used by the department for all general notifications (requests for progress reports etc.). If possible, use an email address that a number of people in your organisation have access to, such as ‘admin@company.com.au’.
- Previous applicants to rounds two and three of the Department’s *Everyone’s Environment* grant program may use the same username and password established for that grant program.
- Familiarise yourself with the online application form available at www.qld.gov.au/environment

Preparation

- Contact the Grants Coordinator if you have any questions relating to the guidelines, or if you would like to discuss your project and whether it is eligible. Telephone (07) 3330 6360 or email csagrants@ehp.qld.gov.au
- Start your application early and complete all relevant sections of the online application form. Sections showing a red asterisk (*) must be completed before you will be able to submit the application. You will be unable to submit your application past the **5pm deadline on 19 August 2016**.
- Applications can be started, saved and revised at any time **before** the application is submitted and before the deadline.
- Note that funding will be available from December 2016. Please ensure project timelines reflect this timing.
- Be clear and succinct about what you intend to do. Due to the anticipated demand for funding, the program office will not be following up applications to seek more information unless absolutely necessary. If possible, have your application reviewed by someone with heritage experience who does not know anything about the project—these people can often provide good insight into unanswered questions.
- Ensure all aspects of your application are eligible. Where ineligible costs are included, this may hinder the success of your application. Ineligible costs will not be funded under any circumstances.
- Provide as much detail as possible in your project budget to assist the assessment panel to determine whether your project adequately demonstrates value for money.
- Provide sufficient detailed milestones for your project as these will be the basis of milestones within the grant deed should your application be successful. Examples of milestones are included in the application form.
- Attach **all** required documents to the application form. This will be represented by a file upload button on the application form and a list is provided on the Declaration page of the application form.
- Note that other information will be required by the Department of Environment and Heritage Protection if you are shortlisted or successful. Think about gathering this information early as it could be requested at any time. See page 8 for a list of required documents.

Stage 2—Submit your application

Deadline: 5pm on 19 August 2016

- All applications must be submitted online. If there is a reason why you are unable to submit an online application, please contact the Grants Coordinator to discuss.
- When you are satisfied with your application, ensure you select the **'submit'** button on the application form. You will receive a notification from SmartyGrants confirming that you have submitted the application. You will be unable to change your application once it is submitted.
- You will be unable to submit your application after the deadline has passed.
- **No late applications will be accepted.**

Stage 3—Assessment of applications

August–October 2016

- Projects will be assessed on the following criteria—the extent to which the project:
 - meets the objectives of the program by conserving the heritage-listed site
 - allows the continuation of, or increases the community's access to the site
 - demonstrates a clear project management approach and governance arrangements
 - represents value for money and adds value to the project through the contribution of additional cash or in-kind support (to be detailed in your application)
- Assessment will be undertaken by the Department of Environment and Heritage Protection staff with relevant technical knowledge and expertise and external representatives from industry peak bodies.
- The Department of Environment and Heritage Protection staff will be required to 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.
- Any liaison with an assessment panel member by an applicant or other person about a specific application may result in immediate disqualification of the application.
- The Director-General, Department of Environment and Heritage Protection is the decision-maker for all grants recommended for funding by the assessment panel.

Stage 4—Results of applications

From October 2016

- The Minister for Environment and Heritage Protection will announce successful applicants.
- Following the announcement, successful applicants will be listed on the Department of Environment and Heritage Protection website.
- All applicants will be advised of the outcome of their submission by mail.
- The Program Office will email successful recipients regarding funding and seek further documentation as required.
- All decisions are final and are not subject to further review. Applicants not granted funding can request feedback on their application by emailing csagrants@ehp.qld.gov.au

Stage 5—Funding distribution

From December 2016

- Funding will be available from December 2016, pending completion and signing by both parties of a grant deed, along with the provision of all required documentation to the department.
- Milestone payments will be negotiated, however the date and value of the milestone payments will be the final decision of the Department.
- Grants up to and including \$25,000 (excluding GST) may be paid in full upfront.
- Grants of more than \$25,000 (excluding GST) will be paid in multiple instalments, comprising of an initial payment of up to 75% and final payment of 25% provided on project completion and acquittal.

Stage 6—Reporting, project completion and acquittal

- Successful recipients will be required to submit six-monthly progress reports over the life of the project.
- Milestone reports will be required when a payment is due.
- The Department may request information on an ad-hoc basis if necessary.
- Information regarding media opportunities relating to successful projects will be requested.
- A final report and all acquittal documentation will be required upon project completion.
- The acquittal documentation will be required to include at a minimum:
 - a completed final project report including details of all project statistics
 - print-quality colour photographs (either in hard copy or digitally in JPEG format with a resolution of 300 dpi). The organisation/sponsor must obtain consent from all people identifiable in the photographs to allow the Department of Environment and Heritage Protection to use the photographs for promotional purposes. A standard consent form will be sent to successful applicants
 - a detailed 'Income and Expenditure Statement'
 - a cheque for all unspent grant funds.
- For grants of more than \$10,000 (excluding GST), an 'Audited Financial Statement' verifying project expenditure signed by an independent qualified auditor, a Certified Practising Accountant or a Chartered Accountant may be required.
- The project report and acquittal documentation must be submitted within 30 calendar days after the completion date of the project (noting that all projects must be completed within 12 months from signing of the grant deed or sooner).
- Final payment will not be paid (where relevant) until the final report and acquittal documentation have been submitted and accepted by the Department.
- All projects must be completed within 12 months from signing of the grant deed.

Some conditions of the grants

All projects

1. Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (*). Failure to submit all required documents may result in your application being deemed ineligible.
2. Applicants must agree to provide other information on request by the department, including but not limited to Certificate of Incorporation, Certificate of Currency, Audited Financial Statements.
3. By submitting an application, the applicant agrees to abide by all of the terms and conditions of the grant in the guidelines.
4. All promotional material must acknowledge funding from the Department of Environment and Heritage Protection. The final draft of any promotional material using the Queensland Government logo must be approved by the Department of Environment and Heritage Protection before going to print.
5. Funds granted must be spent for the purposes stated in the application form and grant deed, to be signed by the applicant or their sponsor and a Department of Environment and Heritage Protection representative.
6. Any 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 give the applicant a notice of approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
7. The project report and acquittal documentation must be completed and received by the Department of Environment and Heritage Protection within 30 calendar days after the completion date of the project.
8. In the event of cancellation of a funded activity, the Department of Environment and Heritage Protection must be notified in writing and all unspent funds returned to the department immediately.
9. The funded organisation will be provided with information detailing the financial and operational requirements of the grant.
10. The grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
11. The approved organisation must legally comply with all requirements and accept the grant in accordance with all terms and conditions in the grant deed.
12. Applicants must be covered by at least the following insurance:
 - a. public liability insurance of a minimum of \$10 million
 - b. workers and volunteers insurance under the *Queensland Work Health and Safety Act 2011*.
13. 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 of Environment and Heritage Protection.
14. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant deed.
15. A successful organisation will not receive more than one grant per round.
16. All projects must be completed within 12 months from signing of the grant deed.

Required documents

The following **MUST** be submitted with your application:

- Statutory approvals required for planned work. For example, an exemption certificate and/or development approval.
- Written approval from the property owner (if applicable).
- A copy of a lease agreement indicating that your organisation is responsible for maintaining the property (if applicable).
- Letters of commitment from partner organisations detailing the cash and in-kind support to be committed to the project (if applicable).
- Written professional technical advice to support significant project activities where applicable. For example, technical advice provided by a structural engineer (if applicable).
- Quotes to support significant expenditure as detailed in the project budget.
- A copy of the Certificate of Incorporation (if applicable).
- Financial documentation:
 - Incorporated organisations established for longer than 12 months must provide the latest signed, audited financial statement for the organisation.
 - Incorporated organisations established less than 12 months ago with no audited financial statement must provide a balance sheet, income and expenditure statement and the last 2 bank statements.
 - Unincorporated organisations must provide a balance sheet, income and expenditure statement, the last two bank statements.
 - Individual applicants must provide their last two bank statements.
- Certificate of Currency for public liability insurance coverage of at least \$10 million (in total and per event) that is current and remains current for the duration of the project.
- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (if applicable).
- Copies of the organisation's latest two bank statement showing the BSB and account number. This is required to verify vendor account details for EFT payments.