

SA Heritage Grants Program

Application Guide 2020-2022



SA Heritage Grant Program Application Guide

If you are interested in applying for a grant, please check the [SA Heritage Grant Factsheet](#) to find out if your project is eligible. The following application guide provides further information about the application process, including what information you will need to complete a grant application.

The link for the [Grant Application Form](#) can be found at <https://gmsportal.environment.sa.gov.au>. Grant applications will be accepted until 26 February 2021.

Process



Eligibility Checklist

The following checklists help to ascertain whether your project is eligible for a grant, and whether it meets additional criteria for consideration.

| ELIGIBILITY | YES/NO |
|---|--------|
| Does the project relate to a State Heritage Place or Area? | |
| Are you the owner or have permission from the owner of the heritage property that is the subject of this application? | |
| Will the project contribute to the conservation or protection of significant fabric or heritage values? | |
| Can you match the grant funding 50:50 (ie, pay 50% of eligible project funding)? | |

| TECHNICAL CONSIDERATIONS | YES/ NO |
|--|------------|
| Have you sought professional advice about the required conservation works for your project (eg. heritage advisor/architect, or via a Conservation Management Plan/Dilapidation survey)? | |
| Does the proposed work use appropriate building techniques and materials? | |
| Does the quote or project documentation provide enough detail regarding the proposed work? | |
| Is the project likely to go ahead? | |
| If the project needs a Development Application, are you prepared to apply for one? | |
| Is the proposed activity the most pressing conservation work needed at the place? | |
| Will the project reinstate or protect elements of special significance to the place? | |
| OTHER CONSIDERATIONS | YES/ NO |
| Does the project benefit a community or have a 'public good' component? | |
| Will the proposed conservation works increase visitation and/or support heritage tourism? | |
| Will the work support training and/or the development of specialised heritage skills? | |
| Will the proposed work improve or enhance the ongoing use of a place or support adaptive reuse? | |
| Is the place at risk and the proposed works will likely prevent further deterioration and conserve fabric at risk? When does the work need to be done: <ul style="list-style-type: none"> • Now • 6 months • 2 years • Any time | |
| Is the place in a rural, remote or very remote location? | |

Filling out the form

The following information is provided as a guide to completing the application form.

| | |
|----------------------------|---|
| Applicant details | You will need to provide your contact details in the Applicant details part of the application form as primary contact. If the primary contact person is not the owner of the place, you will need to provide a letter of approval from the owner including the owner's contact details. |
| General information | To be eligible for a 'SA Heritage Fund' grant, your property must be entered in the <i>South Australian Heritage Register</i> or located within a designated <i>State Heritage Area</i> . Every State Heritage Place has a number and registered name. To check the heritage status of your property, please search the SA Heritage Register: http://maps.sa.gov.au/heritagesearch/HeritageSearchLocation.aspx or ring Heritage South Australia on 8124 4960. You will need to discuss your project with a Heritage Advisor and provide details in the application. |
| Project Details | You are required to provide a name for your project. The name should include the work being undertaken and the name of the State Heritage Place for example: <i>re-roofing of Flinders Street Baptist Church</i> . When completing the 'description of work' field, include information that describes the eligible proposed work as outlined in the <i>SA Heritage Grant Factsheet</i> . Work not covered in the factsheet will be treated as a low priority, and may in some cases be ineligible. For projects that comprise physical conservation works, the proposal should be designed to retain and enhance the heritage values of the place. This generally means using appropriate materials, techniques and workmanship, but in some cases modern alternatives can be appropriate if sufficient benefit to heritage values can be demonstrated. Only works contained in this application and detailed in your grant agreement (if successful) will be eligible for funding. Any work done outside of this scope will be paid for by the applicant |

| | |
|---------------------|--|
| | <p>and not form part of the in-kind contribution. Make sure you include the part of the building on which work is to be undertaken.</p> <p>Details of the final outcome of the project are to be stated in the application. This states what you will have at the end of the project e.g. Old render removed on front of building, new render applied and front of building repainted. Old mortar removed on eastern side of building, stonework repainted.</p> |
| Eligibility | <p>Due to the anticipated high demand, not all projects will be successful in obtaining a grant in this funding round.</p> <p>To ensure your application can be assessed your project MUST satisfy the following criteria:</p> <ul style="list-style-type: none"> • The project relate to a State Heritage Place or Area. • You are the owner of the heritage property that is the subject of this application or you have written permission from the owner to undertake this project on their behalf. • The project will contribute to the conservation or protection of significant fabric or heritage values <p>Projects will also be assessed using the 'Technical' and 'Additional' Considerations in the Fact Sheet.</p> |
| Timeline | <p>Indicate the expected timeline for the project to be undertaken .Once you have received a SA Heritage Grant allocation and development approval, the conservation works is to be completed within 12 months.</p> |
| Budget | <p>There are three categories of funding – Simple up to \$5k (GST exclusive), Complex up to \$10k (GST exclusive) and Major up to \$20k (GST exclusive). Read the SA Heritage Grant Factsheet to establish which level of funding you wish to apply for.</p> |
| Budget Table | <p>The value of the proposed work should only include elements that conserve or enhance the heritage significance of the place (including documentation). Where projects have a combination of heritage and non-heritage elements, ensure quotes include a breakdown that clearly shows the costs of the conservation component and this is the only part included in the application (including in-kind contributions). Seek advice if you are not sure.</p> <p>Successful applicants will receive their grant on a dollar for dollar basis. The maximum grant you can receive is 50% of the total cost of the works up to the limit outlined above. In-kind labour and materials may be recognised as part of your matching contribution as long as they can be substantiated and details will be required in reporting documents. Where in-kind materials or labour are contributed by the applicant as part of the conservation work, clear costings need to be provided. A standard rate for in-kind labour is \$40.35 per hour.</p> <p>Case Study</p> <p>Application is for fascia replacement. The quote for the works is \$5,000. The applicant will be doing the painting of the timber which will take 5 hours.</p> <ol style="list-style-type: none"> 1. Enter each activity to be undertaken. (You can add more rows) 2. Enter the amounts for each of the activities <ul style="list-style-type: none"> • either as estimated volunteer hours (Volunteer Hours) • value of other in-kind contributions (Other contributions from your group or from other sources) • and/or as per quote/s (contributions from your group or grant funding sought) 3. Ensure that the amount of grant funding sought is half or less of the cost of the total conservation work. (50% of \$5,000=\$2,500). This should be equal or less than 50% of Total Activity Costs. <p>The table will calculate the value of volunteer hours, add the estimated hours to undertake the work to the Volunteer Hours column. (5x\$40.35=201.75)</p> |

| | Project task description * | Volunteer Hours (No.) | Volunteer hours value (No. x \$40.35) | Other contributions from your group (inc. in-kind) (\$) | Contributions from other sources (inc. in-kind) (\$) | Grant funding sought (\$) | Total activity costs (\$) |
|-----|-------------------------------------|-----------------------|---------------------------------------|---|--|---------------------------|---------------------------|
| 1 | replacement of fascias as per quote | | 0.00 | 2298.25 | | 2500 | 4798.25 [Delete] |
| 2 | painting | 5 | 201.75 | | | | 201.75 [Delete] |
| Add | | 5 | 201.75 | 2,298.25 | 0.00 | 2,500.00 | 5,000.00 |

Note, if you have received donations from other sources, these can be included in *contributions from other sources*. The *Total activity costs* should always reflect the total cost of the project. Your grant can only be half of this amount up to \$20,000.

Development Application fees can be included in the project costs and should be included in the budget table. To determine how much the DA fees may be contact your local council.

Please consult Heritage SA staff if you are unclear of how to enter these details.

Supporting Documents

You will be required to attach sufficient documentation to substantiate your application. Depending on the type and complexity of the work, attached documentation may include some or all of the following:-

- annotated drawings comprising scaled plans, elevations, sections and details as appropriate
- a written description of the extent of work, materials, methods and standard of workmanship
- photographs marked up to show the extent and nature of work
- quotes from suitably-qualified and experienced tradesperson
- Justification of your costs i.e. how you worked out volunteers hours, what work will volunteers/you be undertaking
- If already approved – evidence of Development Application
- If you are submitting the application on behalf of the owner, you **MUST** attach a letter from the owner giving their permission for this application, with their contact details.
- Any documents relevant to this work (the panel will not be able to access any CMP’s etc when undertaking assessments, unless you have attached it to your application. If the CMP is a large document, only attach the part that is relevant to this work.

Your grant application will be significantly enhanced by the attachment of good documentation that clearly conveys the proposed work, costings, supports urgency and demonstrates a sound approach to heritage conservation principles.

Who is your preferred contractor/ tradesperson?

Contractors and tradespeople should be carefully chosen for their experience and skill in traditional building techniques, materials and workmanship, and for a sympathetic approach consistent with good conservation practice. Heritage SA has a Register of Heritage Trades and Contractors which should preferably be used when engaging a tradesperson to do the work. This can be accessed at:

<https://www.environment.sa.gov.au/topics/heritage/heritage-trades>

Declaration

Before the application is submitted, a declaration must be agreed to by the owner and/or approved applicant.

The application form will be automatically submitted via the online grants system. **Please ensure you press SAVE after each entry.** This allows you to make changes and check your information before you submit it.

Applications will be accepted until 26 February 2021. There is no priority for ‘first come first served’ during the application period. Applications are considered on their merits regardless of lodgement date. You will receive a letter acknowledging receipt of your application. The grants management system will not accept any application after the closing date and time, please ensure you have submitted your application with enough time to allow for any technical issues.

Grant agreement and creating an invoice

If successful, a grant agreement will be sent to you for signing. This should be returned with an invoice for 75% of the approved funding. The invoice should be addressed to:

Department for Environment and Water
ABN: 36 702 093 234
Heritage South Australia
Attn: Kirsty Nield
GPO Box 1047
ADELAIDE SA 5001

The invoice should include:

- The words 'tax invoice' stated prominently
- Trading or legal name of supplier and address
- ABN of supplier (if registered). If not registered, please note on invoice
- The date of issue of the tax invoice
- Invoice number
- Business name of recipient
- Address and/or ABN of recipient
- Project ID number
- Project title (as per Grant Agreement)
- Grant amount being invoiced (exclusive of GST)
- Amount of GST payable
- The total amount inclusive of GST stating that it is GST inclusive
- If not registered for GST, state "Not registered for GST".
- Banking details including Name of the Account, BSB, Account number and either an email address or fax number (to receive EFT notifications)

Carrying out the work and claiming the grant

Throughout the grant process, professional advice can be sought from Heritage Advisers (either via Heritage SA or local councils). However, Heritage Advisers will not be responsible for administering contracts or managing contractors.

Grant allocations are specific to the scope of works included in the grant application. Should the scope of works change as the works progress, a request for change of scope must be provided in writing to Heritage South Australia and must be approved as a variation to the grant before any work on the amended scope is undertaken.

On completion of the project, a Heritage Adviser may check that the work meets the required standards and has been carried out in accordance with the grant application. If the completed work has not been done to the agreed standard, it is possible that the grant may not be paid.

The grant will only be used for work that is included in your application or any approved variation. If work has been undertaken that has not been approved, this will not be included in grant funding or your 50% contribution and you will have to pay for that work privately. This could result in grant funding being returned.

An acquittal will be completed at the end of the project. Once this has been signed off by your Heritage Adviser/Heritage SA, remaining grant money will be paid into your nominated account. Or, you may have to return unspent funds to Heritage SA (if the project turns out to cost less than anticipated). You will be required to provide copies of invoices for all amounts spent on the project.

NB: Please note that you should pay contractors in full according to the terms agreed between you. The grant payment will only be paid to the grant applicant.

At the end of the project, you will be asked to upload photos to the online grants system. These may be used for future promotional activities, and signing the application authorises Heritage SA ability to use these images.