GOVERNMENT OWNED HERITAGE FUND

Instructions/Information for Applicants

The South Australian government acknowledges the important economic and community contribution made by heritage places and the need for their conservation. The Government Owned Heritage (GOH) Fund supports the conservation of state-owned State Heritage Places, through the provision of professional and financial assistance. Protected by the [Heritage Places Act 1993](#)*, these places are some of the most significant in South Australia and play an important role for the South Australian economy and within communities and cultural landscapes*

In preparation for your application.

Please ensure you have read the **[Government Owned Heritage Fund - Guidelines for Applicants](#)** before you begin.

For further information regarding the SmartyGrants online application system, please refer to ["Smarty Grant_Applicant_Help_Guide".](#)

Who can apply?

- State-government agencies who own and/or manage government-owned State Heritage Places.
- Incorporated bodies who occupy or care for government-owned State Heritage Places under agreement with the State Government.

The Application process:

1. Contact Heritage SA for advice and review 'Guidelines for Applicants' to determine eligibility.
2. Define concept and scope for proposed project and obtain detailed cost estimates or quotes.
3. Prepare and submit an online application via SmartyGrants, including detailed project scope, timeframe and budget; and proof there is agency support for the project and matched funding is available via supporting letter from the relevant Director.
4. Urgent works may be considered out of grant rounds, if funds are available. Contact Heritage Grant Program Manager for details.

Further Grant Program Information

Full details on our website

[Department for Environment and Water - Government Owned Heritage Fund](#)

https://www.environment.sa.gov.au/topics/heritage/heritage-grants/government-owned-heritage-fund

Please contact either:

Heritage South Australia on 8124 4960 or at DEWHeritage@sa.gov.au

Heritage Grant Program Manager on 8207 7753 or at DEW.HeritageGrants@sa.gov.au

Smarty Grants

For help with the SmartyGrants online platform, please contact the SmartyGrants Help Desk

E-mail: service@smartygrants.com.au

Phone: Australia +61 3 9320 6888

Support Desk Hours: 9:00am - 5:00pm AEST, Mon - Fri.

Eligibility

* indicates a required field

Government Owned Heritage Fund

This field is read only.

What is Eligible?

Before completing this application form, you should have read the Government Owned Heritage Fund - Guidelines for Applicants, the explanation of What is a legal entity? and other information found on the Government Owned Heritage Fund webpage

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to determine if your project is eligible for funding. If your application is considered ineligible you will not be able to proceed with the application. Should you have any questions or concerns please contact the Heritage Project Officer via the details below.

What is eligible?

Funding is available for:

- Physical conservation works, including repair work to culturally significant fabric [1] and reinforcing the heritage value of the building, structure or object.
- Preparing documentation to identify works necessary to conserve culturally significant fabric and to reinforce the heritage value of the place, or
- Costs associated with professional services (including management), approvals, licences and permits integral to the project or program.

This may include, but is not necessarily limited to:

- Reconstruction based on irrefutable evidence.
- Ensuring the structural integrity of a building or structure.
- Planning for the conservation of a place, e.g. Conservation Management Plans.
- Conservation works that facilitate adaptive reuse, supporting conservation of significant fabric.

[1] Fabric is defined as all physical material of the place including elements, fixtures, contents and objects. It also includes building interiors; sub-surface remains and excavated material. Conservation is based on a respect for the fabric and is an integral part of good heritage management.

What is NOT eligible?

- Works unrelated to fabric conservation, such as purchase of abutting land, buildings, objects or equipment; relocation of buildings, structures or fabric; new buildings, additions and renovations; or signage and interpretation.
- General maintenance or compliance activities such as gutter cleaning and painting; upgrading services to align with building codes; pest control maintenance checks and treatments. (Repairs as a result of pest damage may be eligible.)
- Works that have commenced or have already been completed.

If you have any questions in regards to these eligibility criteria, please contact:

Heritage Grant Program Manager on 8207 7753 or at DEW.HeritageGrants@sa.gov.au

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Applicant Eligibility

I confirm that the applicant *

☐ is a legal entity. (if you are NOT a legal entity, then you are NOT eligible for this program)
☐ has read and understands the program guidelines.
☐ is able to demonstrate alignment between their project and the aims of this program.
☐ is a State government agency who owns and/or manages a government owned State Heritage Place.
☐ is an incorporated body who occupies or cares for a government-owned State Heritage Place under agreement with the State Government.
☐ has fulfilled all previous funding or grant obligations to the Department for Environment and Water and as such, does not have any overdue, outstanding reporting requirements and/or unspent monies to be returned.
☐ can provide proof that matched funding is available via supporting letter from Director.
Please select all applicable responses.

Project Eligibility

All Applications will be assessed against the following criteria, while having strong regard to the *cultural significance* of the place and the Burra Charter.

Please tick all that apply to your Funding Application, space is available to elaborate in the Project Details section.

Assessment Criteria *
☐ The project relates to a Government owned State Heritage Place.
☐ The project will contribute to the conservation or protection of significant fabric or heritage values

☐   Level of significance reflected in subject fabric.

☐   Extent to which work retains or recovers cultural significance with respect to the Burra Charter

☐   Alignment with a Conservation Management Plan or other conservation documentation (including the need to develop the management plan or other conservation documentation).

☐   Risk to significant fabric or integrity if work not undertaken.

☐   Risk to public safety if work not undertaken.

☐   You have sought professional advice about the required conservation works for your project (e.g. heritage advisor/architect either via Heritage SA, local councils, or privately) or via a Conservation Management Plan/Dilapidation survey).

☐   Contribution of the project works to the ongoing use of the place/object and/or adaptive reuse.

☐   Contribution of the project works to the community or public realm.

☐   Contribution to current SA government priorities, such as economic stimulus, training and trade programs, heritage tourism and regional development.

☐   Value for money including extent of agency financial contribution.

Based on the Criteria Above: Are you Eligible to apply? *

○ Yes   ○ No

If 'No', thank you for your time, but unfortunately you cannot progress any further with this application. Should you wish to discuss further, please contact Heritage South Australia on 8207 7753.

Contact Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to: Department for Environment and Water - Privacy statement

Applicant Details

|	
Applicant *	Organisation Name
	The ORGANISATION or DEPARTMENT APPLYING FOR THE GRANT. Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO. NOT THE INDIVIDUAL FILLING IN THE APPLICATION.
Is the APPLICANT a legal entity *	○ Yes ○ No
	If you are not a legal entity, you are not eligible for this program
	WHAT IS A LEGAL ENTITY? - Help File
Legal Entity Type *	
	For further information click here 'What is a legal entity?'

Title of the Minister (If relevant)

e.g. Minister for Climate, Environment and Water

Applicant Address

Address
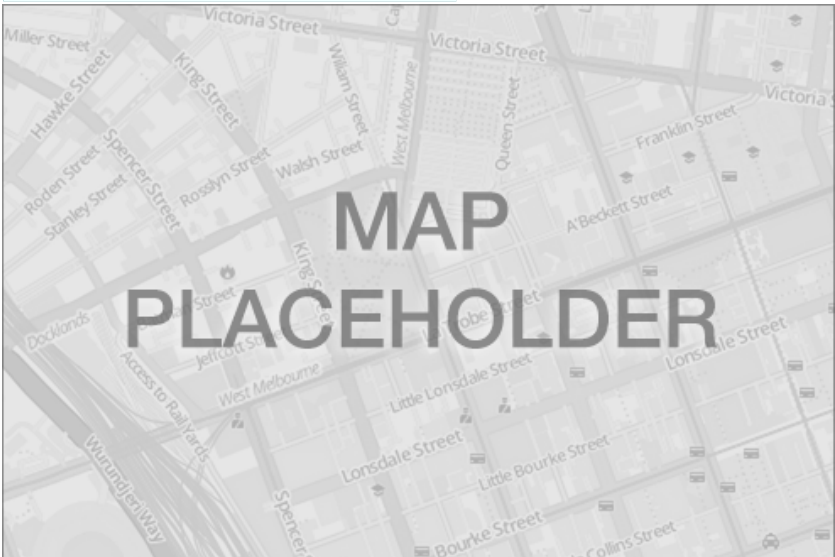
ADDRESS OF THE ORGANISATION OR DEPARTMENT APPLYING FOR THE GRANT

Applicant postal address

Address

Applicant (ORGANISATION or DEPARTMENTS) phone number *

Must be an Australian phone number.

Applicant email address *

Must be an email address.

Applicant website

If applicable. Must be a URL.

Primary Contact Details

Primary Contact *

| Title | First Name | Last Name |

This is the person we will correspond with about this grant.

Position held in organisation or department *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact phone number *

Must be an Australian phone number.

Primary Contact alternative contact number

Must be an Australian phone number.

Primary Contact email address *

This is the address we will use to correspond with you about this grant.

Does the APPLICANT have an ABN? *

○ Yes   ○ No

Is the APPLICANT registered for GST? *

○ Yes   ○ No

Is the APPLICANT a registered Charity/Not-for-Profit Organisation? *

○ Yes   ○ No

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

What type of not-for-profit organisation are you? *

○ Educational institution (includes pre-schools, schools, universities & higher education providers)
○ Religious or faith-based institution
○ Philanthropic organisation
○ Peak body
○ Social enterprise
○ International NGO
○ Professional association
○ Healthcare not-for-profit
○ Community group
○ Political party / lobby group
○ Research body
○ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

State Heritage Place Details

* indicates a required field

State Heritage Place / Project Site

State Heritage Place Name: *

State Heritage Place Name as per the State Heritage Register e.g. Dunns Bridge, Balaklava. If in a State Heritage Area, please include the State Heritage Area Name and the property address.

State Heritage Place ID Number: *

Must be a FIVE DIGIT NUMBER as per the State Heritage Register e.g. 11597

Certificate of Title Number (if known):

CT, CR or CL can be included e.g. CT 5877/54

State Heritage Place Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Current use of State Heritage Place: *

○ Commercial use
○ Hotel/Accommodation
○ Services and Utilities
○ Dis-used or under-used
○ Tourism

What is the property currently used for? If Other, please describe use.

State Heritage Place Contact (If different to Applicant)

First Name

Last Name

State Heritage Place Contact Number (If different to Applicable)

Must be an Australian phone number.

Is the applicant the owner of the State Heritage Place? *

○ Yes   ○ No

If no, please ENSURE YOU HAVE WRITTEN PERMISSION FROM THE OWNER to apply on their behalf. This must be at least Director level approval.

Name of Owner of the Place *

Name of Occupant of the Place, if different to Applicant

Project Details

* indicates a required field

The proposed project will deliver: *
- ☐ Conservation and Planning documentation
- ☐ Conservation - supporting conservation of significant fabric
- ☐ Repair
- ☐ Conservation - supporting adaptive reuse or activation
- ☐ Stabilisation of ruins
- ☐ Reconstruction based on irrefutable evidence
- ☐ Structural integrity of a building or structure
- ☐ Activation of building or structure

Project Title: *

State Heritage Place Name - A short descriptive title to describe your project. (e.g. Gladstone Gaol - Conservation Management Plan)

Detailed Project Description - What will you do and how? (you can create in a word document then copy and paste if that makes it easier. It will also ensure you do not lose your information, should the system time out.) *

100-300 words. Be descriptive, but succinct. Include a brief summary of what this project is, what you will do (i.e. the activities you will perform), and how you will do it. Please attach all quotes, plans, drawing, etc in the 'Supporting Documentation' section below.

Proposed Project Dates

Proposed Project Commencement Date *

Commencement date should allow for processing of grant application and approval of Development Applications.

Proposed Project Completion Date *

Provide your best guess, an End Date Variation may be sought if required

What is the significance of this place and the significance reflected in the subject fabric? *

To what extent does the work retain or recover the cultural significance of the place, with respect to the Burra Charter? *

Burra Charter for information.

How has the need for this project been determined? *

Does this project align with conservation documentation or the need to develop such documentation, including Conservation Management Plans, Heritage Asset Surveys, Climate Risk Assessments or other strategic plans? Explain how it aligns. *

Is the project considered urgent? *

○ Yes   ○ No   ○ Other:

If so, how urgent and how has the level of urgency been determined? What will be the likely outcome if the work is not undertaken in the timeframe indicated? What evidence do you have to support this (i.e. reports, photographs - upload below)

Urgency Documentation
Attach a file:

What is the level of dilapidation of significant fabric of this place and the cause/s for this dilapidation? *

Are there any risks to the structural stability or integrity of this place that might pose a threat to safety or heritage value? If so, explain what and why. *

Detail all consultation regarding this project, within and outside of government. Include who and what. *

Consultation Documentation
Attach a file:

Please detail how the proposed project will contribute to the current and/or proposed ongoing use and/or adaptive reuse of this place. *

To what extent does this place make a visual contribution to the public realm? Is it accessible to the public, and if so, to what extent? (interior or exterior) *

Does the place provide any community benefits? e.g., active volunteers, community group involvement, media attention, etc. If so, please explain. *

Will this project make use of any specialised heritage trades and skills? Provide details. *

Will this project or building contribute to any SA Government priorities, for example, continued use, adaptive reuse, economic stimulus, training and trade programs, such as specialist heritage training via CITB, heritage tourism and/or regional development? Explain how and provide evidence. *

Please detail the maintenance of this place and proposed future maintenance plans. *

Please provide details of the Project Manager's experience/expertise/support networks *

Supporting Documentation
Attach a file:

Expected/Desired Outcomes

Please tell us about the outcomes you expect to occur/result/achieve from this project.

If you need more help understanding what outcomes are, read the materials at:

https://ourcommunity.com.au/evaluation

List your anticipated outcomes and attached information in the following table.

List all expected outcomes of the project. What will the project achieve?

Anticipated Outcomes	Timeframe
Outcomes are the changes that you expect to occur as a result of your initiative. See information above. eg. Front wall re-rendered and painted, new windows installed, Conservation Management Plan completed	See description above

Budget and Finances

* indicates a required field

Funding Information

Funding may be for one or more years and generally needs to be matched by the Agency. Documentation that may be eligible for full funding includes Conservation Management Plans, Asset Surveys and Climate Risk Assessments.

Agencies to provide an invoice for the Grant amount on signing the Funding Agreement. For multi-year projects, an invoice is to be provided at the beginning of each financial year.

GST EXCLUSIVE - Please ensure these figures align with your Budget tables below:

Total Grant Amount Requested *

$ [   ]

What is the total financial support you are requesting in this application?

Total Contributions from Applicant *

$ [   ]

Must be a dollar amount.
Applicants financial contribution / any other grants/ donations

Total Project Cost *

$ [   ]

What is the total budgeted cost (dollars) of the project? This should be the total of the Grant Amount Requested and Applicant contribution.

Co-contribution Waiver Request

The co-contribution requirement may be waived in full or in part:

- When an Agency is applying for the preparation of conservation documentation such as Conservation Management Plans, Asset Surveys and Climate Risk Assessments or;
- The applicant is an incorporated body who occupies or cares for a government-owned State Heritage Place under agreement with the State Government and it can be shown that the responsible entity is a NFP or is registered with the ACNC (Australian Charities and Not for- profits Commission). The body will also need to supply two years of audited financial statements to demonstrate that it cannot provide a full matching contribution.

The decision to approve a waiver will remain with the Assessment Panel and will be considered in conjunction with the application and supporting documents.

Are you applying for a waiver of matched contributions?

○ Yes   ○ No

Reason for waiver request

[   ]

e.g. Financial hardship.

Waiver - supporting financial documentation
Attach a file:

[   ]

Project Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. **All amounts should be GST exclusive.**

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'other grant', 'applicant contribution'. Examples of expenses could include 'Consultants Fees', 'Building Supplies',

Use the 'Notes' column for any additional information you think we should be aware of.

Quotes will need to be provided and uploaded in the 'Supporting Documentation' section below.

TOTAL PROJECT INCOME AMOUNT should be equal to the TOTAL EXPENDITURE AMOUNT. Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Project budgets should include adequate provision for fees incurred through the Across Government Facilities Management Arrangement (AGFMA).

Please itemise each task / element of the project with costings for each task including the amount to be paid from your organisation and other contributions.

All amounts to be GST exclusive.

INCOME/EXPENDITURE

Income = any source of funding used to finance this project / Expenditure = how you will spend the funds on this project.

Project Income (GST EXCLUSIVE)

Please **do not add commas** to figures – e.g. $1000 not $1,000 – this will ensure your figures for each table total correctly.

Income Type	Expected Income Amount ($)	Expected Income Note
Income = any source of funding used to finance this project	Expected Income for the Project Must be a dollar amount.	Should you wish to provide additional information or description of expected income.

Project Expenditure (GST EXCLUSIVE)

Please **do not add commas** to figures – e.g. $1000 not $1,000 – this will ensure your figures for each table total correctly.

Expenditure Type	Expected Expenditure Amount ($)	Expected Expenditure Note
Expenditure = how you will spend the funds on this project	Expected Expenditure based on Quotes/Estimates Must be a dollar amount.	Should you wish to provide additional information or description of expenditure

Budget Totals (GST EXCLUSIVE)

Total Income	Total Expenditure	Income/Expenditure
Total of all expected income amounts This number/amount is calculated.	Total of all expenditure items This number/amount is calculated.	This figure should balance to "0", if your income and expendure are correct. This number/amount is calculated.

Please attach quotes/estimates for those expenditure (cost) items you listed in the table above. *
Attach a file:

Estimates may be considered.

Supporting Documentation

* indicates a required field

Please ATTACH any further supporting documentation, that has not already been uploaded in previous sections. *If you do not attach these documents, your grant will not be assessed on this. Documents will not be sourced by the assessment panel.*

Examples:

1. **Endorsement and confirmation of funding and project manager by Director (MUST BE SUPPLIED); Template**
2. **Drawings and specifications;**
3. **Reports (including Heritage Impact Statements and Conservation Management Plans);**
4. **Photographs depicting scope and existing dilapidation;**
5. **Letter of approval by building owner (if applicant not building owner);**
6. **Detailed quotes for all components of the project**
7. **Justification of budget costs**
8. **Copies of emails from Heritage SA or professional Heritage Advisors;**
9. **Any other relevant documents which support your application.**

PDF documents are preferred, however Word documents or image files are acceptable. Please zip large files.

*
Attach a file:

Mulitiple documents can be attached. File size should not exceed 25MB, preferred file type .pdf / .jpg.
If your images are large insert them in a 'word' document, pdf and then submit

Certification and Feedback

* indicates a required field

Certification/Declaration

This section must be completed by an appropriately authorised person on behalf of the APPLICANT (may be different to the primary project contact person listed in this application form).

I have authority to submit this application and certify that to the best of my knowledge the statements made are true and correct.

I have read and confirm acceptance of the Government Owned Heritage Fund Guidelines and if funded, agree to abide by the Memorandum of Administrative Arrangement or Agreement.

I agree *   ○ Yes   ○ No

Name of authorised person *

Title	First Name	Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position (If Applicable)

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

Approximately, how long did it take to complete your application?

e.g. 3.5 hours

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.