HERITAGE CONSERVATION GRANT PROGRAM

Instructions/Information for Applicants

In preparation for your application.

Please ensure you have read the Heritage Conservation Grants - 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?

- Owners of State Heritage Places including private owners, companies, community groups and local government
- Individuals or groups with written permission from the owner to submit an application on their behalf
- Owners or businesses within a State Heritage Area (for eligible work)
- Unsuccessful applicants from previous funding rounds are invited to re-apply
- State Heritage Places owned by the State Government are not eligible (may be eligible for GOH Fund)

Prior to lodging a grant application:

1. Prior to lodging a grant application, professional advice must be sought from a Heritage Adviser (either via Heritage SA, local councils, or privately). **PLEASE ATTACH THIS ADVICE TO YOUR APPLICATION. This can be as simple as the email advice received from a heritage professional, recognised heritage specialist, conservator or Heritage Officer, Heritage SA.** Heritage SA will not be responsible for administering contracts or managing contractors.

The **minimum** level of heritage advice should include answers to the following:

- Is the project the highest priority work for the site at this time?
- Are the materials and methods appropriate for proposed project?
- Is Development Approval likely to be given for the proposed work?
- Does this project support the continued use or a new and appropriate use of this site?

2. Prepare scoping documents and specifications for proposed work, including cost estimates.

3. Have images of the State Heritage Place and the work required ready for upload.

Further Grant Program Information

Full details on our website https://www.environment.sa.gov.au/topics/heritage/heritage-grants

Please contact either:

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

Heritage Grants 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

Heritage Conservation Grants

This field is read only.

What is Eligible?

Before completing this application form, you should have read the Heritage Conservation Grant Guidelines for Applicants, and other information found on the Department for Environment and Water - Heritage Grants webpage.

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

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

What is eligible?

The following types of work may be eligible for funding:

- Conservation Documentation (*g.* conservation management plans, dilapidation studies, development application drawings)
- Works that conserve significant building fabric
- Works that protect the heritage value of the building or structure
- Work that ensures the structural integrity of a building or structure
- Works that reinstate or protect significant characteristics of a State Heritage Area (e.g. shopfronts, verandahs)
- Project management fees and development approval fees where applicable

What is NOT eligible?

The following types of work are not eligible for funding:

- Works that damage or diminish the heritage significance of a place or area
- Works that are not relevant to the heritage significance of a place or area
- General maintenance or compliance activities such as landscaping; gutter cleaning; routine painting; upgrading services to align with building codes; pest control maintenance checks and treatments. (Repairs as a result of pest damage may be eligible.)
- Retrospective works (*i.e* have taken place before grant agreement has been signed by all parties)
- Insurance claims or works subject to a work order

- New construction or repairs to building fabric with no heritage value, including works unrelated to fabric conservation such as purchase of abutting land, buildings; relocation of buildings, structures or fabric; new buildings, additions and renovations
- Administrative costs or purchase of equipment, unrelated to conservation
- Publications and website development
- Interpretation activities, including signage

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

Heritage Grants 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 applicant *
☐   has read and understands the program guidelines.
☐   is able to demonstrate alignment between their project and the aims of this program.
☐   is an owner of a State Heritage Place (including private owners, companies, community groups & local government).
☐   or, is an individual or group with written permission from the owner to submit an application on their behalf.
☐   is an owner or business within a State Heritage Area (if applicable).
☐   is NOT a State Heritage Place owned by 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 outstanding reporting requirements and/or unspent monies to be returned.
Please select all which are applicable.

Project Eligibility

Please select all criteria the project will meet *
☐   The project relates to a STATE HERITAGE PLACE or AREA
☐   The project WILL contribute to the CONSERVATION or PROTECTION of significant fabric or heritage values

Considerations *
☐   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).
☐   The proposed project uses or addresses appropriate building techniques and materials.
☐   The quote or project documentation provides enough detail regarding the proposed work.
☐   The project is very likely to succeed.

☐   If the project needs Development Approval you are prepared to lodge an application, or have you already received approval.

☐   The proposed activity is crucial conservation work needed at the place.

The six technical considerations above are required to satisfy the application process. Please make sure you consider and can tick all 6 boxes before moving on.

Assessment Criteria

All funding applications will be assessed in a competitive grant process, based on the criteria below, with a strong regard to the cultural significance of the Place:

- Demonstrates how the project contributes to the conservation or protection of significant fabric or heritage value.
- Extent to which the application shows evidence of, and addresses, the advice received from a recognised heritage specialist or professionally prepared Conservation Documentation.
- Risk levels including urgency of the project to protect the place from further damage, risk to public safety if work not undertaken and consideration of properties affected by the River Murray floods.
- Demonstrates how the project contributes to the public realm and/or incorporates a public good component with tangible benefits for the community.
- Extent to which the project supports continued use and/or compatible new use of the Place.
- How well the application demonstrates value for money with realistic budgeting and best use of funding.
- Demonstrates how the project uses appropriate materials and conservation methods including, traditional trades and skills.
- Demonstrates how the project will support regional and remote areas.
- Appropriate and sufficient supporting documentation is attached to the application.

Address as many of these criteria points as possible in the body of your application.

Based on the Criteria and information above: Do you wish to continue? *

◯ 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

Are you a legal entity (IF YOU ARE NOT A LEGAL ENTITY, A SPONSOR WILL BE REQUIRED) *

◯ Yes   ◯ No

If you are not a legal entity, a sponsor will be required.

WHAT IS A LEGAL ENTITY? - Help File

Applicant *

○ Individual   ○ Organisation

Organisation Name

[ ]

Title	First Name	Last Name
[ ]	[ ]	[ ]

For organisations: 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.

Primary Contact *

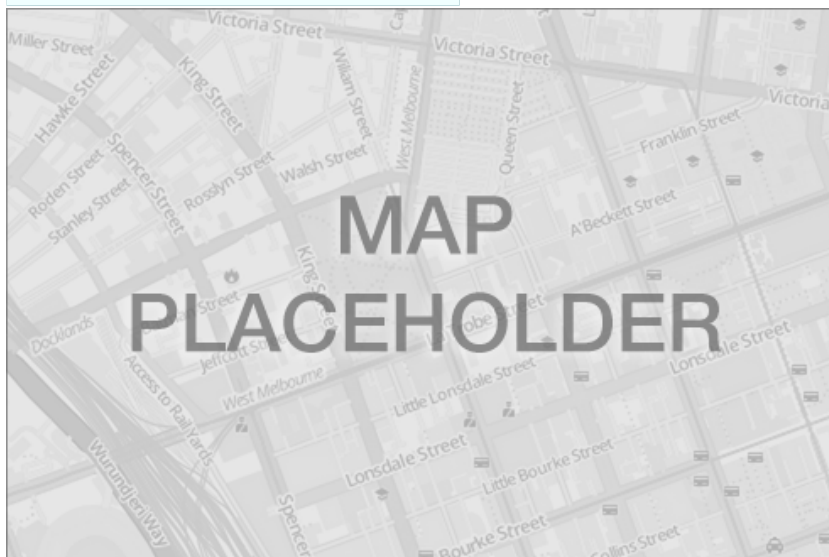| Title	First Name	Last Name
[ ]	[ ]	[ ]

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

Position held in organisation (If Relevant)

[ ]

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

Applicant primary address

Address

[ ]

[ ]

Applicant postal address

Address

[ ]

Applicant primary phone number *

Must be an Australian phone number.

Applicant Alternate Phone Number

Must be an Australian phone number.

Applicant email address *

Must be an email address.

Applicant website

If applicable. Must be a URL.

Do you have an ABN? *
○ Yes   ○ No

Are you registered for GST? *
○ 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	

Organisation Details

* indicates a required field

Are you a registered Charity/Not-for-Profit Organisation? *
○ Yes   ○ No

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.

Sponsor Information

* indicates a required field

Is your organisation sponsored by another organisation for the purpose of this grant? *
○ Yes   ○ No
Unincorporated organisations applying for a grant must be sponsored by an incorporated organisation.
If you do not have a sponsor you should not apply for this grant.

Sponsor Organisation Details

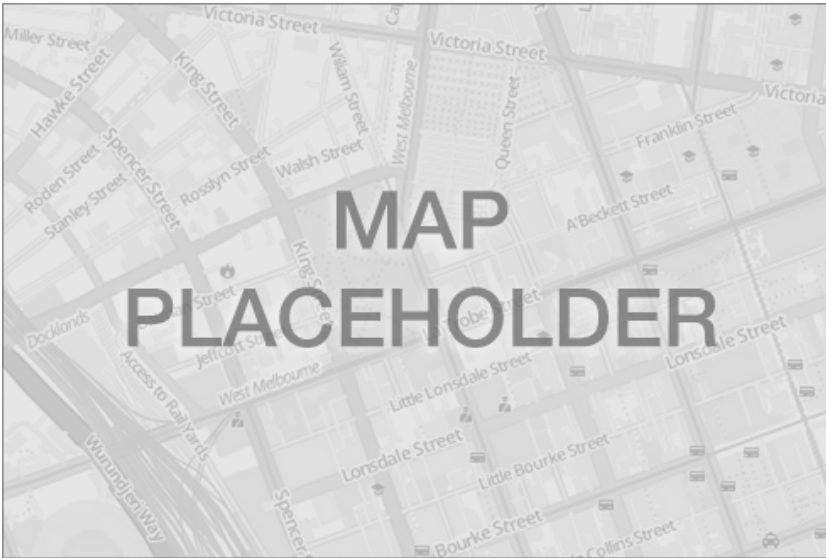**Sponsor organisation name ***
Organisation Name

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.

Sponsor primary address
Address

Sponsor postal address
Address

Sponsor primary phone number *

Must be an Australian phone number.

Sponsor email address *

Must be an email address.

Sponsor website

Must be a URL.

Primary contact person at sponsor organisation *
Title   First Name   Last Name

We may contact this person to verify that the sponsor arrangement is valid and current.

Position held in organisation *

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

Sponsor primary contact primary phone number *

Must be an Australian phone number.

Sponsor primary contact office phone number

Must be an Australian phone number.

Sponsor primary contact email address *

Must be an email address

Please attach a letter from the sponsor organisation confirming that the sponsor arrangement is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Does the sponsor organisation have an ABN? *

○ Yes ○ No

Sponsor 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	

Must be an ABN.

As the sponsor organisation does not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from the ATO website.

State Heritage Place Details

Application Form - Heritage Conservation Grants_v4
Form Preview

* indicates a required field

State Heritage Place/ Area 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/ Area Number: *

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, and Postcode are required.

Picture of the State Heritage Place *

Attach a file:

This will familiarise the Assessors with the property

Current use of State Heritage Place: *

○ Private residence
○ Commercial use
○ Church building
○ Community building
○ Hotel/Accommodation
○ Services and Utilities
○ Dis-used or under-used
What is the property currently used for?

Is the applicant the owner of the property? *

☐ Yes ☐ No
If no, ensure you have a sponsors letter or written permission from the owner to apply on their behalf.

Ownership of property *

○ Private
○ Corporate
○ Community Group
○ Church
○ Local Government
○ Other
Assist with determining eligibility

State Heritage Place Contact

○ Individual   ○ Organisation
Organisation Name

First Name	Last Name

This is not required.

Regional and Remote Areas

Please refer to the SA REMOTE AREA MAP (Click Here) and classify your State Heritage Place according to the Remoteness Classification Levels 1 to 5

Remoteness Classification *

○ 1   ○ 2   ○ 3   ○ 4   ○ 5

Please select appropriate classification from the Remote Area Map

Project Details

* indicates a required field

Project Title

Project title (e.g. Maree Hotel verandah/balcony restoration works) *

e.g. State Heritage Place Name - A short descriptive title to describe your project.

Project Details

Description of the proposed work... (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.) *

What will you do and how? 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. Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu1 if you need some ideas about how to frame your response. Please attach all quotes, plans, drawing, etc in the 'Supporting Documentation' section below.

How will the project contribute to the conservation or protection of significant fabric or heritage value? Including the extent to which the application shows evidence of, and addresses, the advice received from a recognised heritage specialist or professionally prepared CMP. *

How the project relates to elements of special significance to the State Heritage Place. Tell us why your project is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the Funding Centre's Answers Bank at https://

www.fundingcentre.com.au/answersbank#Qu2 if you need some ideas about how to frame your response. Attach any relevant documents in the 'Supporting Documentation' section below.

Please address the risk level including urgency of the project to protect the place from further damage, risk to public safety if work not undertaken. *

When does the work need to be done? *

○ Now   ○ 6 months   ○ 2 years   ○ Any time

Demonstrate how the project uses appropriate materials and conservation methods including, traditional trades and skills. *

Demonstrates how the project contributes to the public realm and/or incorporates a public good component with tangible benefits for the community. (If applicable) Provide any evidence you have that this project/program has community support? e.g. active volunteers, community group involvement, media attention etc. *

Please upload letters of support (if available/relevant)
Attach a file:

A maximum of 5 files can be attached

Describe the extent to which the project supports continued use and/or compatible new use of the Place. *

Project Dates

Projects CANNOT COMMENCE before 01 July 2025 and should be completed by 30 June 2026.

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

Expected Outcomes

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

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

https://ourcommunity.com.au/evaluation

List your initiative's anticipated outcomes and attached information in the following table. Leave blank any fields that do not apply to your project.

List all expected outcomes of the project?

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

Funding Categories and Limits

* indicates a required field

Categories

Funding for conservation works will be paid on a dollar-for-dollar basis. This means your heritage grant will pay no more than 50% of the costs of conservation works or documentation. The minimum grant for any project is $1,000. There are three categories of funding.

Category

Grant amount

Projects may include

Simple

up to $5,000 (GST exclusive)

Documentation, **e.g. Architect fees, conservation management plans, dilapidation reports, development application drawings/schedules**.

Simple projects with only one component, **e.g. Salt damp treatment or re-roofing**

Complex

up to $10,000

(GST exclusive)

(Maximum available to residential properties) Projects for **residential properties** with **multiple components** such as reinstatement of lost significant fabric or larger, more complex repairs **e.g. façade conservation including timber repair and salt damp treatment; roof and gutter replacement including new roof framing and fascia's.**

Major

up to $20,000

(GST exclusive)

Only available for **non-residential properties** with multiple components. Major Projects must address at least two of the Assessment Criteria, **e.g. (1) Places at risk; (2) Adaptive re-use.**

Which Grant Category are you applying for? *
○ Simple - up to $5000
○ Complex - up to $10,000 (Residential Properties)
○ Major - up to $20,000 (Non Residential Only)
Heritage Conservation Grant Category

Budget and Finances

* indicates a required field

Total Grant Amount Requested *	**Total Contributions from Applicant** *	**Total Project Cost** *
$	$	$
What is the total financial support you are requesting in this application? Please ensure amount aligned with correct Grant Category.	Must be a dollar amount. What is the total contribution you will be making to this project.	What is the total budgeted cost (dollars) of your project? This should be the additional of the Grant Amount Requested and your co-contribution.

Co-contribution Waiver Request

The co-contribution requirement may be waived in part where it can be shown that the responsible entity is a NFP or is registered with the ACNC (Australian Charities and Not-for-profits Commission) and demonstrates (two years of audited financial statements including sponsoring body statements where relevant) 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.

Supporting financial documentation
Attach a file:

In-Kind Contributions

In some cases, in-kind contribution may be considered as part of the co-contribution (50% payable by the applicant). This will usually only be in special circumstances, where the applicant/volunteer has the required qualifications (e.g. is a builder/architect) or undertakes the work normally done by a paid contractor (e.g. builder's labourer or painter). Any work undertaken would need to be guided by appropriate professional advice.

If the applicant will be applying for in-kind contributions, they will be required to attach the following information to the application as justification of budget costs:

- The type of in-kind work to be undertaken and the qualifications (if relevant) of the supplier
- The estimated hours and rate including total anticipated value of in-kind works to be undertaken
- The method(s) of calculating the cost of in-kind works, including how the rate was determined
- How the work will be done (i.e. building techniques used), established in conjunction with a qualified heritage tradesperson, if relevant
- The duties to be undertaken

Acceptance of in-kind contributions as part of the 50% co-contribution will be at the discretion of the Assessment Panel.

Actual in-kind value (only as approved) will need to be reported in the final report and financial acquittal.

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. **All amounts should be GST exclusive.**

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income would include 'Heritage Conservation Grant', 'Applicant Contribution', Volunteer/In-Kind Contribution'.

(Volunteer /In-Kind hour value = $45.10 per hour)

Examples of expenses could include 'Documentation', 'Materials'. 'Contractor/Consultants Fees'.

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

Quotes will need to be provided and uploaded below.

TOTAL INCOME AMOUNT should be **equal or greater than** the **TOTAL EXPENDITURE AMOUNT** (dependent on your co-contribution). Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

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

Project Income

Income Type	Income Amount ($)	Notes
	$	

	$	
	$	
Income = any source of funding used to finance this project	Must be a dollar amount.	Should you wish to provide additional information or description of income.

Project Expenditure

Please provide a breakdown of expenditure to the best of your knowledge.

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

Budget Totals

Total Income	Total Expenditure	Income/Expenditure
Total of all 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 DETAILED QUOTES for all expenditure. *
Attach a file:

Estimates may be considered.

Supporting Documentation

* indicates a required field

ENSURE YOU ATTACH any Plans, Reports, Conservation Management Plans or other documents which support your application. PDF documents are preferred, however Word documents or image files are acceptable. REMEMBER TO ATTACH YOUR HERITAGE ADVICE . *
Attach a file:

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

This section must be completed by an appropriately authorised person on behalf of the applicant or organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

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.