



# Built Heritage Grants Scheme – Round I (2023-24)

## APPLICATION GUIDE

This guide has been prepared to assist you to prepare your application to the Built Heritage Grants Scheme – Round I (2023-24). Before you start your application it is important that you read and understand the [Grants Scheme Guidelines](#) to ensure you are eligible to apply to this Grants Scheme.

### Closing dates

Applications must be submitted by the closing dates and times set for each Program:

**Activation Program:** 2:00pm Friday, 15 March 2024

**Conservation Program:** 2:00pm Monday, 15 April 2024

Late applications will not be accepted.

### Online application form

Applications to the Grants Scheme must be submitted via the Department of Natural Resources and Environment Tasmania's (NRE Tas) SmartyGrants portal. A link to the portal will be available from the [Heritage Tasmania website](#) from 15 January 2024.

### Need assistance?

If you are unable to apply via SmartyGrants or have any questions regarding the application process, assistance can be provided. Contact the Program Administrator on (03) 6165 3717 or at [grants@heritage.tas.gov.au](mailto:grants@heritage.tas.gov.au) to discuss further.

It is recommended that you commence your application as soon as possible so support can be provided before the closing date.

### About SmartyGrants

SmartyGrants is a cloud-based grants administration system that removes the need for paper-based applications. It is the most used grantmaking system in Australia and New Zealand with more than 570 grantmakers distributing more than \$9 billion in grants annually.

SmartyGrants is a safe and secure system. It is ISO accredited with the world's best-known standard for information security management systems (ISO/IEC 27001:2022).

## New to SmartyGrants?

When you click on the weblink to the online Application Form you will be prompted to sign into SmartyGrants.

New users to SmartyGrants will need to set up a free online SmartyGrants account before beginning their application. To register you will need to provide your name and email address and create a password.

If you already have a SmartyGrants account you can login using your existing details.

A SmartyGrants Help Guide for applicants is available at: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

## Evidence of authority to undertake your project

If you are applying to the Conservation Program or the Building Activation project group, you will need to provide evidence that you have the authority to undertake your project.

Evidence of your authority to undertake the project may include: a copy of the Property Title, a Property Information Report prepared by the Office of the Valuer-General, a Statutory Declaration from the owner/s of the site signed and dated by all interested parties.

Please note if you provide a Property Title or Property Information Report that shows another party listed as the owner you will need to provide further evidence that you have authority to submit the application and undertake the proposed works.

## Approvals

If you are applying to the Conservation Program or the Building Activation project group, you will need to provide evidence that you have, or have applied for, the relevant approvals to conduct the works.

The process for gaining any approvals is separate to the Grant Scheme application process. It is recommended that you commence seeking approvals prior to submitting your application. Successful applicants who have not already received the relevant approvals at the time an offer of grant funding is made will have 30 days to show evidence of having gained an approval, or the offer will be automatically withdrawn.

## Places listed on the Tasmanian Heritage Register

Under Part 6 of the *Historic Cultural Heritage Act 1995*, a person must not carry out any 'works'<sup>1</sup> to a place entered in the Tasmania Heritage Register unless those heritage works are approved by the Tasmanian Heritage Council. Approval may be in the form of a certificate of exemption or a discretionary permit.

Refer to the Tasmanian Heritage Council's [Works Guidelines for Historic Heritage Places](#) for further information, including the approval process.

---

<sup>1</sup> The [Works Guidelines for Historic Heritage Places](#) defines 'works' as any development; and physical intervention, excavation or action which may result in a change to the nature or appearance of the fabric of a place; and change to the natural or existing condition or topography of land; and any removal of vegetation or top soil



Heritage Tasmania's Heritage Advisory Team is available to provide further works advice. You can contact the Team on 1300 850 332 or at [enquiries@heritage.tas.gov.au](mailto:enquiries@heritage.tas.gov.au).

## Places listed on a Local Planning Scheme

If you are applying to the Building Activation project group to undertake works to a property **and** the property is heritage listed in a Tasmanian Local Planning Scheme, you will need to provide evidence that have applied for, or received, any approvals required by the relevant local council. Further information regarding local planning provisions and approval processes is available from the [PlanBuild Tasmania website](#). If your property is listed in a Tasmanian Local Planning Scheme you will need to demonstrate that you have contacted the relevant local council to ensure you understand your responsibilities.

## Understanding the impact of your work on the heritage values of the place

If you are applying to the Conservation Program or the Building Activation project group, you need to understand and demonstrate the impact of your proposed works on the heritage fabric and values of the property. Refer to the Works Guidelines for Historic Heritage Places for further information. Heritage Tasmania's Heritage Advisory Team is available to provide further guidance. You can contact the Team on 1300 850 332 or at [enquiries@heritage.tas.gov.au](mailto:enquiries@heritage.tas.gov.au).

## Quotes

You will need to provide quotes for all expenditure included in your grant request. Quotes for heritage building works will need to be supplied by a suitably qualified and licensed tradesperson/professional. All quotes must clearly show any GST payable and must be no older than six months.

The requirement for quotes is different for each Program:

**Conservation Program:** You must provide at least **one** quote for each expenditure item listed in your budget.

**Activation Program:** You should provide at least **two** quotes for each expenditure item listed in your budget. If you are unable to secure a second quote, you will need to explain the steps you have taken to secure a second quote, and the reason/s why you have been unable to.

## Co-investments

Co-investments refer to contributions to the total project by the applicant – such as cash, labour, equipment or materials. Non-eligible expenditure as outlined in the Guidelines can be included in your project by way of a co-investment.

The requirement for quotes is different for each Program:

**Conservation Program:** A co-investment **is not** mandatory if applying to the Conservation Program. However, it will be considered favourably in the assessment process.

**Activation Program:** A co-investment **is** mandatory if applying to the Activation Program. As a guide, a co-investment ratio to grant ratio of 3:1 is expected under this program (i.e. 75% of the total project cost). You may propose a lower co-investment, however you will need to demonstrate a broader public good.

All co-investments will need to be declared in your final report.



## Calculating your co-investment

Co-investments can include:

- cash
- in-kind contributions including, equipment or materials and volunteering time such as labour and expert advice.

Calculate labour and goods at the market price you would expect to pay for them.

## Preparing your budget

Refer to the [Guidelines](#) for eligible expenditure.

**Conservation Program:** You will need to provide a budget showing all proposed expenditure items.

**Activation Program:** You will need to provide a detailed budget showing all proposed expenditure items, and the income source for each (i.e. Grants Scheme, co-investment (cash), co-investment (in-kind)).

**Both Programs:** Expenditure item amounts in your Budget table should be **GST exclusive**.

*(1) Applicants registered for GST:* Grants distributed under this Grants Scheme attract GST. Successful applicants, who are registered for GST, will be compensated for the GST payable via the submission of a valid tax invoice (with GST added) to NRE Tas at the time of requesting each grant payment.

*(2) Applicants not registered for GST:* If you are not registered for GST you will need to isolate the GST shown in your quote/s and include the total GST component as a separate "GST" line item at the end of your budget below. This will ensure the GST is funded as part of your grant, should your application be successful.

Sample budgets for each Program are provided on the next page to demonstrate the two alternative presentations depending on your GST registration status.

Please contact the Australian Tax Office or your accountant for further information about GST.

**Important:** Do not add commas to figures in the online application form, i.e. enter 1000 not 1,000. This will ensure all figures calculate correctly. Enter whole dollars only (no cents) and enter "0" where there is no amount applicable.

Contact the Program Administrator by telephone on (03) 6165 3717 or at [grants@heritage.tas.gov.au](mailto:grants@heritage.tas.gov.au) if you need assistance completing the budget section of your application.

## Contracting

If your application is successful a grant deed will be developed using information provided in your application and in negotiation with you where the Assessment Panel recommends any additional special terms and conditions.

The grant deed will be prepared using a Tasmanian Government Office of the Crown Solicitor approved Grant Deed template, in accordance with NRE Tas's Grants Administration Policy.

Sample Grant Deed templates for each Program are available for information from the [Heritage Tasmania website](#).



---

## Conservation Program: Sample budgets

### Applicant registered for GST

Works expenditure description	Grant request
Repair of historic windows and doors	900

Total grant request: \$900 exc GST (GST to be applied on provision of a valid Tax Invoice at the point of grant payment)

### Applicant not registered for GST

Works expenditure description	Grant request
Repair of historic windows and doors	900
GST	90

Total grant request: \$990 inc GST

---

## Activation Program: Sample budgets

### Applicant registered for GST

Expenditure item/s	Source: Grants Scheme	Source: Co-investment - CASH	Source: Co-investment - IN-KIND	Total
Rising damp treatment	1250	3750	0	5000
Restoration of original verandah	2500	7500	0	10000

Total grant request: \$3,750 exc GST (GST to be applied on provision of a valid Tax Invoice at the point of grant payment)

### Applicant not registered for GST

Expenditure item/s	Source: Grants Scheme	Source: Co-investment - CASH	Source: Co-investment - IN-KIND	Total
Rising damp treatment	1250	3750	0	5000
Restoration of original verandah	2500	7500	0	12000
GST	375	0	0	375

Total grant request: \$4,125 inc GST



## Timeframes

Projects funded through the Grants Scheme are expected to be completed within the following timeframes:

**Activation Program:** Projects are to be completed **12 months** from the signing of the Grant Deed

**Conservation Program:** Projects are to be completed **18 months** from the signing of the Grant Deed

## Reporting

Reporting requirements for each Program are detailed in the Grants Scheme [Guidelines](#).

Reporting and acquittal forms will be issued to recipients via SmartyGrants. Recipients that have committed a co-investment will need to provide a declaration of the co-investment, including evidence (e.g. bank statements, receipts, a statutory declaration).

Failure to submit a valid final report and acquittal may result in the recipient being required to return the funding and may impact on future grant funding opportunities with the Tasmanian Government including future rounds of this Grants Scheme.

## Frequently asked questions

*How do I confirm if my property is included on the State Heritage Register or a Local Government Planning Scheme?*

**Places listed on the Tasmanian Heritage Register:** Details of all places permanently listed on the Tasmanian Heritage Register are available from the [LIST](#).

**Places listed on a Local Planning Scheme:** Details of all current Local Planning Schemes are available from the [Tasmanian Planning Commission's website](#). Alternatively, you can contact the relevant local council to confirm registration.

*Can I submit applications to both the Conservation Program and the Activation Program?*

Yes. You can submit an application to both Programs, however if you are awarded funding under one Program, the other application will automatically become ineligible, and you will not be eligible to apply to any future rounds of the Grants Scheme until the funds awarded under Round 1 have been acquitted.

*Can tenants of a state government-owned building apply for funding?*

Tenants of a state-owned place listed in the Tasmanian Heritage Register may apply to the Activation Program where they are committing a private co-investment to activate the place (and meet all other eligibility requirements).

Tenants of state-owned heritage listed place cannot apply to the Conservation Program as the maintenance of state government owned buildings is the responsibility of the relevant agency.

*How will my application be assessed?*

Before proceeding to assessment, Heritage Tasmania will undertake a pre-assessment of all applications to ensure that the application is eligible and the proposed works are planned in accordance with the [Works Guidelines for Historic Heritage Places](#).

Only eligible applications will proceed to the assessment stage.



All eligible applications will then be assessed by an Independent Assessment Panel comprising of heritage sector professionals to be appointed by the Minister for Heritage. The Panel will have discretion not to assess applications that are missing supporting documentation.

Applications will be assessed and scored against each of the Grant Scheme selection criteria and compared to all other eligible applications. The Panel may use the services of Heritage Tasmania staff to support the assessment process.

Funding will be allocated to the top scoring applications until the full funding allocation is expended. Please note, the Grants Scheme is competitive and has limited funding available. Applications will be assessed on merit and depending on the number of eligible applications received it may not be possible to support all eligible applications.

The Panel will recommend projects for funding to the Deputy Secretary, Environment, Heritage and Land, NRE Tas, who is the decision maker for all grants recommended for funding by the Panel. The Panel may recommend partial funding as it deems appropriate under the funding constraints of the Program (Activation Program only).

Any Conflict/s of Interest (actual, perceived or potential) will be managed in accordance with the NRE Tas's *Disclosure of Interest Policy*.

### *How will the grant funds be provided if my application is successful?*

Grant funds will not be provided until both parties have signed the grant deed, along with the provision of any other additional documentation required (e.g. evidence of having secured relevant approvals).

An initial payment will be released on execution of the grant deed (75 per cent of the total grant value) and a final payment will be released upon the recipient satisfying all reporting and acquittal obligations (25 per cent of the total grant value).

Before releasing the initial payment you will need to provide evidence of your identity (individual applicants only) and evidence of the bank account that you nominate the grant funds to be deposited to (e.g. a bank statement showing the bank account details including the name of the account holder).

If your application is successful and do **not** have an Australian Business Number (ABN) you will need to submit a completed ATO Statement by Supplier form with your Grant Deed otherwise 48.5% of any approved grant may be withheld. A copy of the form will be provided to you.

### *Will other rounds of the Grant Scheme be offered?*

Yes. Future rounds of the Grant Scheme will be held in 2024-25 and 2025-26. Please note, the Grant Scheme Guidelines will be reviewed at the end of each Round and may be amended.

Unsuccessful applications to Round I will not automatically be considered under a future round, and you will need to re-apply.

Please note, if you are awarded funding under Round I, you will not be eligible to apply to a future round until the funding has been fully acquitted.



## Checklist

Before applying to the Grants Scheme, have you:

- confirmed you are eligible to apply to the Grants Scheme
- confirmed your proposed expenditure from grant funds is eligible
- obtained evidence of your authority to undertake the proposed project activities
- considered the approval/s that may be relevant to your project, and obtained evidence of having applied for, or secured, all relevant approvals

*Plus for the Conservation Program:*

- prepared a detailed budget describing all proposed works expenditure and the associated cost/s
- obtained at least one quote (within the last six months) for all proposed expenditure items listed in your budget clearly showing the GST payable

*Plus for the Activation Program:*

- sourced your ABN details [*mandatory for Community Activation and Skills Activation projects*]
- prepared a detailed budget describing all expenditure items and income sources for each, i.e. Grants Scheme, co-investment (cash) or co-investment (in-kind)
- obtained at least two quotes (within the last six months) for all proposed expenditure items listed in your budget clearly showing the GST payable, or can provide an explanation in the case that you have only been able to secure one quote
- identified co-investment of at least 75 per cent of the total project cost, or if you are proposing a lesser co-investment, can demonstrate a broader public good will result from your project
- considered the outcomes you expect to achieve from your project

---

## Contacts

Heritage Tasmania is administering the Grants Scheme and can provide support to applicants:

Contact	Support	Email	Phone
Grants Program Administrator	General information and support with the online application process	<a href="mailto:grants@heritage.tas.gov.au">grants@heritage.tas.gov.au</a>	(03) 6165 3717
Heritage Tasmania's Works Advisory Team	Heritage works advice	<a href="mailto:enquiries@heritage.tas.gov.au">enquiries@heritage.tas.gov.au</a>	1300 850 332

