

# Built Heritage Grants Scheme

*Guidelines – Round 2 (2024-25)*



# Contents

<b>Built Heritage Grants Scheme:</b> .....	<b>3</b>
<b>Small Grants Program</b> .....	<b>4</b>
Key Dates .....	5
Eligibility Criteria .....	5
Eligible Activities .....	5
Eligible Expenditure .....	6
Co-investment Expectations .....	7
Assessment Criteria .....	7
<b>Large Grants Program</b> .....	<b>8</b>
Key Dates .....	9
Eligibility Criteria .....	9
Eligible Expenditure .....	11
Co-investment Expectations .....	11
Assessment Criteria .....	12
<b>Important Information</b> .....	<b>14</b>
How to apply .....	15
Multiple Applications .....	15
Compliance with legislation and regulations .....	15
Places listed on the Tasmanian Heritage Register .....	15
Places listed on a Local Planning Scheme .....	16
Professional Advice .....	16
Supporting Evidence .....	16
Quotes and/or Cost Estimates .....	17
GST .....	18
Assessment Process .....	18
Outcome Notification .....	18
Appeals .....	18
Payment of Grant .....	19
Reporting Requirements .....	19
Collaboration .....	20
Acknowledgment of funding .....	20
Publication of information .....	20
Right to information .....	20
Confidentiality .....	20
Personal information protection .....	21
Disclosure .....	21
Disclaimer .....	21
<b>Contact</b> .....	<b>22</b>

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# Built Heritage Grants Scheme:

The Tasmanian Government's Built Heritage Grants Scheme ('the Grants Scheme') aims to ensure Tasmania's built heritage places are valued, protected, maintained, and leveraged for the benefit of Tasmania and Tasmanians. The Grants Scheme contributes to these objectives by:

- supporting property owners to conserve and restore heritage places;
- encouraging the community to value our built heritage and understand the contribution it makes to Tasmania;
- contributing to the development of Tasmania's skilled heritage tradespeople and professionals;
- ensuring our heritage assets are used productively with a focus on activating tourism and visitor interest in regional areas of Tasmania; and
- recognising and celebrating our built heritage as a crucial part of the Tasmanian brand.

## Round 2 (2024-25) of the Grants Scheme consists of two Programs:

### 1. Small Grants Program

Supporting state-registered property owners to undertake small, but significant, heritage conservation and restoration activities.

Read more on page 4.

### 2. Large Grants Program

Supporting:

- Heritage property owners to activate heritage places, with a focus on encouraging tourism and visitor interest in regional areas of Tasmania; (Project Group A).
- Heritage property owners to undertake significant heritage conservation and restoration activities (Project Group B).
- Heritage skills development (Project Group C).
- Community appreciation and understanding of Tasmania's built heritage (Project Group D).

Read more on page 8.

A total of \$1.3 million has been allocated in Round 2 for distribution across both Programs.

**IMPORTANT: Please read these Guidelines *before* commencing your application.**

# Small Grants Program

The **Small Grants Program** supports state-registered heritage property owners to undertake heritage conservation and restoration activities.

**Individual grants:     \$5,000 to \$20,000**

Refer to “Supporting Evidence” on page 16 to understand the supporting evidence you should include in your application.



## Key Dates

<b>Applications open</b>	Monday 2 September 2024
<b>Applications close</b>	Friday 11 October 2024
<b>Notifications</b>	Outcomes are expected to be announced in December 2024/ January 2025. Grant deeds for the funding will be issued in the following month.
<b>Project completion (expenditure period)</b>	12 months from grant deed execution date
<b>Final report and acquittal</b>	1 month from project completion date

## Eligibility Criteria

Applications that do not meet all eligibility criteria for this Program will not be considered for assessment.

<b>The property:</b>	Must be registered on the Tasmanian Heritage Register (THR). THR status can be confirmed on the <a href="#">LIST</a> .
<b>The applicant:</b>	Must provide proof of authority to undertake the works: <ul style="list-style-type: none"> <li>- as the legal custodian of the property; or</li> <li>- have the written support of the owners of the site, if you are a manager or lessee*;</li> </ul> AND <ul style="list-style-type: none"> <li>- have the written support of all owners or the owners' corporation, if the site has multiple owners.</li> </ul>
<b>The project funding:</b>	Is for works to preserve, repair, restore or reconstruct historically significant built fabric (refer Eligible Activities and Expenditure for details).

The following are **ineligible** to apply:

- Local, State and Commonwealth governments, and their entities\*.
- Applicants and/or state heritage listed properties that have received grant funding under Round 1 of the Grants Scheme that has not yet been acquitted.

*\* Lessees of a state heritage listed property owned by Commonwealth, state or local governments are eligible to apply if they can provide evidence that the lease prescribes full maintenance obligations on the lessee.*

## Eligible Activities

Conservation works, which for the purposes of this Program includes preservation, repair, restoration and/or reconstruction of historically significant built fabric, that ensures the retention of the historic cultural heritage significance of the place.

Works considered to be general maintenance that should normally be undertaken to keep a place in good repair are **not** eligible under the Grants Scheme, e.g. cleaning, pruning, maintenance of guttering/down-pipes, pest control treatments, routine painting (note, exterior paint works may be considered if the works require scaffolding for a multi-level building).

## Eligible Expenditure

Eligible and ineligible expenditure relates to the use of the grant funds within the project. Ineligible expenditure may be funded through a co-investment provided by the applicant.

Expenditure Category	Eligible Expenditure	Ineligible Expenditure
General	-	Any expenditure not directly related to the project
Labour	External labour (contractors) working directly on the project	Labour provided by the applicant External supervision or project management
Consultants	Expert advice directly related to the project	Conservation management plans
Materials	Materials used directly on the project	Tools
Equipment	External equipment hire used directly on the project	Equipment operation costs provided by the applicant Capital expenditure (purchase of assets)
Other Expenses	Other expenses directly related to the project	Works considered to be general maintenance New additions or extensions (unless project involves the reconstruction of original built fabric) Expenditure incurred prior to the signing of the grant agreement Administration Communications and promotional activities Site acquisition and rehabilitation costs Fees to obtain planning, environmental or other regulatory approvals Costs incurred due to non-compliance with legislation Non-cash expenses such as provisions and depreciation GST payments Contingency allowances

**IMPORTANT:** Incomplete applications, or applications that do not provide enough information to assess eligibility (either of the applicant or the proposed activities), will be deemed ineligible.

## Co-investment Expectations

Co-investment refers to contributions to the total project by the applicant – such as cash, labour, equipment, or materials.\*

Any co-investment you propose to make will need to be detailed in the application and a declaration provided on completion of the project.

A co-investment is not mandatory under the Small Grants Program however, it will be considered in the assessment process (see Assessment Criteria).

*\*In-kind contributions cannot include in-house project management by salaried staff.*

## Assessment Criteria

Applications will be assessed by the assessment panel against the follow criteria. Funding is limited so you are not guaranteed a grant even if you meet all the eligibility and assessment criteria.

Primary criteria	What we will consider	Weighting
Urgency of the works	The risk of permanent loss of heritage values if the works do not occur in the short term.	40%
Impact of works on the heritage values of the place	Consistency with the Tasmanian Heritage Council's <a href="#">Works Guidelines for Historic Heritage Places</a> . Evidence of consultation with a heritage professional. How the works will enhance the heritage values of the place.	20%
Quality of the application and capacity of the applicant to deliver	Evidence of satisfactory planning in place to achieve your intended outcomes (e.g. current quotes/cost estimates provided, evidence of alignment with a current conservation management plan). The use of heritage tradespersons and professionals where possible. Value for money.	20%
Co-investment	Any co-investment you are contributing towards the project.	20%
<b>Secondary criteria</b>		
<i>In further refining an assessment, the assessment panel may also consider one or more of the following criteria.</i>		
Community benefit	The extent that the project may improve or maintain the community's current access to the place.	-
Significance of the place	The significance of the place particularly with respect to whether the place is important to the course and pattern of Tasmania's history and/or possess uncommon or rare aspects of Tasmania's history.	-
Re-use	The level to which the project demonstrates re-use of original built heritage fabric.	

The assessment panel reserves the right to consider any other relevant information that emerges following receipt of applications.

The highest ranked projects will be recommended to receive financial support, subject to the funding available under the Grants Scheme. The decision of the panel will be final.

Successful proposals may not necessarily be offered the full amount of grant funding requested. A successful application may be offered a level of financial support the assessment panel deems appropriate under the funding constraints of the Grants Scheme.

# Large Grants Program

The **Large Grants Program** supports:

- State and locally registered heritage property owners to activate disused or underused heritage places with a focus on encouraging tourism and visitor interest in regional areas of Tasmania (Project Group A).
- State registered property owners to undertake significant heritage conservation and restoration activities for buildings that are accessible to the public (*open to not-for-profit organisations only*) (Project Group B).
- Heritage skills development (Project Group C).
- Community appreciation and understanding of Tasmania's built heritage by co-funding events, community projects and interpretive initiatives (Project Group D).

Refer to "Supporting Evidence" on page 16 to understand the supporting evidence you should include in your application.

**Individual grants:     \$20,000 to \$200,000**





## Key Dates

<b>Applications open</b>	Monday 2 September 2024
<b>Applications close</b>	Friday 11 October 2024
<b>Notifications</b>	Outcomes are expected to be announced in December 2024 / January 2025. Grant deeds for the funding will be issued in the following month.
<b>Project completion (expenditure period)</b>	18 months from grant deed execution date
<b>Interim progress report</b>	12 months from grant deed execution date
<b>Final report and acquittal</b>	1 month from project completion date

## Eligibility Criteria

Applications that do not meet all eligibility criteria for this Program will not be considered for assessment.

<b>Project Group A: Heritage Activation</b>	<b>The property</b>	Must be registered on the Tasmanian Heritage Register (THR) or be heritage-listed in a Tasmanian Local Planning Scheme  (THR status can be confirmed on the <a href="#">LIST</a> . Contact the relevant local council for confirmation of listing on a local planning scheme.
	<b>The applicant</b>	Must provide proof of authority to undertake the works:  - as the legal custodian of the property; or - have the written support of the owners of the site, if you are a manager or lessee;  AND  - have the written support of all owners or the owners' corporation, if the site has multiple owners.
	<b>The overall project</b>	Will increase the productive use of the building, particularly with respect to growing visitor demand for Tasmania and also support public access to the building.*
	<b>The requested funding</b>	Is for works to preserve, repair, restore or reconstruct historically significant built fabric <b>as a component</b> of a project that adapts or re-uses a property currently underutilised or dis-used (refer to Eligible Expenditure for details).

Eligibility Criteria *(continued)*

Project Group B: Heritage Conservation	The property	Must be registered on the Tasmanian Heritage Register (THR). THR status can be confirmed on the <a href="#">LIST</a> .
	The applicant	Must be a Tasmanian-based not-for-profit organisation with an ABN. Must provide proof of authority to undertake the works: - as the legal custodian of the property; or - have the written support of the owners of the site, if you are a manager or lessee*; AND - have the written support of all owners or the owners' corporation, if the site has multiple owners.
	The overall project	Is for works to preserve, repair, restore or reconstruct historically significant built fabric of a place that is already publicly accessible.
Project Group C: Skills Activation	The applicant	Must be a Tasmanian-based organisation with an ABN.
	The project	Will contribute to the development of skills (trade or professional) relating to the conservation of built heritage within Tasmania.
	The project funding	Is for heritage skills development-related activities.
Project Group D: Community Activation	The applicant	Must be a Tasmanian-based organisation with an ABN.
	The project	Will increase community support for Tasmania's built heritage.
	The project funding	Is for an event, community projects or interpretation initiative.

\* *The intent of the Project Group A is not to fund works to private residences.*

The following are **ineligible** to apply:

- Local, State and Commonwealth governments, and their entities\*.
- Applicants and/or state heritage listed properties that have received grant funding under Round 1 of the Grants Scheme that has not yet been acquitted.

\* *Local governments are eligible to apply to Project Group C (Community Activation) and D (Skills Activation)*

## Eligible Expenditure

Eligible and ineligible expenditure relates to the use of the grant funds within the project. Ineligible expenditure may be funded through the co-investment provided by the applicant.

Expenditure Category	Eligible Expenditure	Ineligible Expenditure
General	-	Any expenditure not directly related to the project
Labour	External labour (contractors) working directly on the project	Labour provided by the applicant External supervision or project management
Consultants	Expert advice directly related to the project	Conservation management plans
Materials	Materials used directly on the project	Tools
Equipment	External equipment hire used directly on the project	Equipment operation costs provided by the applicant (co-investment) Capital expenditure (purchase of assets)
Other Expenses	Other expenses directly related to the project Communications and promotional activities <i>(for Community Activation projects only)</i>	Works considered to be general maintenance New additions or extensions (unless project involves the reconstruction of original built fabric) Expenditure incurred prior to the signing of the grant agreement Administration Communications and promotional activities (for Building Activation and Skills Activation projects) Site acquisition and rehabilitation costs Fees to obtain planning, environmental or other regulatory approvals Costs incurred due to non-compliance with legislation Non-cash expenses such as provisions and depreciation GST payments Contingency allowances

## Co-investment Expectations

Co-investment refers to contributions to the total project by the applicant – such as cash, labour, equipment, or materials\*.

Applicants must make a co-investment representing 75% of the total project cost. Not for profit community organisations may propose a lesser co-investment if they are able to demonstrate a broader public benefit.

Your co-investment will need to be detailed in your application and a declaration provided on completion of the project.

*\*In-kind contributions cannot include in-house project management by salaried staff.*

## Assessment Criteria

Applications will be assessed by the assessment panel against the follow criteria. Funding is limited so you are not guaranteed a grant even if you meet all the eligibility and assessment criteria.

Primary criteria		
Criteria	What we will consider	Weighting
<b>Project Group A: Increase in productive use of the building</b>	<p>How the project will increase the productive use of the place, particularly with respect to growing visitor demand for Tasmania.</p> <p>Consistency of the works with the Tasmanian Heritage Council's <i>Works Guidelines for Historic Heritage Places</i>.</p> <p>Community accessibility to the place or any other broader public benefit.</p>	40%
<b>Project Group B: Long term heritage outcomes</b>	<p>The urgency of the works including the impacts of the works on the place's heritage fabric and significance.</p> <p>Consistency with the Tasmanian Heritage Council's <i>Works Guidelines for Historic Heritage Places</i>.</p> <p>Community accessibility to the place or any other broader public benefit.</p>	40%
<b>Project Group C: Heritage skills training opportunities created</b>	<p>How your project addresses an identified heritage skills training need.</p> <p>The anticipated number of people expected to benefit from the training.</p>	40%
<b>Project Group D: Community benefit</b>	<p>The likely impact of the project on community support and/or appreciation of built heritage, including consideration of the project's reach.</p> <p>Compatibility of the project with the place.</p>	40%
All Project Groups: Quality of the application and the project planning	<p>Evidence of satisfactory planning in place to achieve the intended project outcomes (e.g. business planning and/or strategic management documents that demonstrate proof of concept).</p> <p>Evidence of consultation with a heritage professional.</p> <p>Current quotes/cost estimates provided.</p>	20%
All Project Groups: Value for money	Is the budget reasonable and how well it reflects good use of public funds.	20%
All Project Groups: Co-investment	How your co-investment meets the expected co-investment ratio or makes a case for a lesser co-investment based on any anticipated broader public benefit.	20%

## Assessment Criteria *(continued)*

### Secondary criteria

*In further refining an assessment, the assessment panel may also consider one or more of the following criteria.*

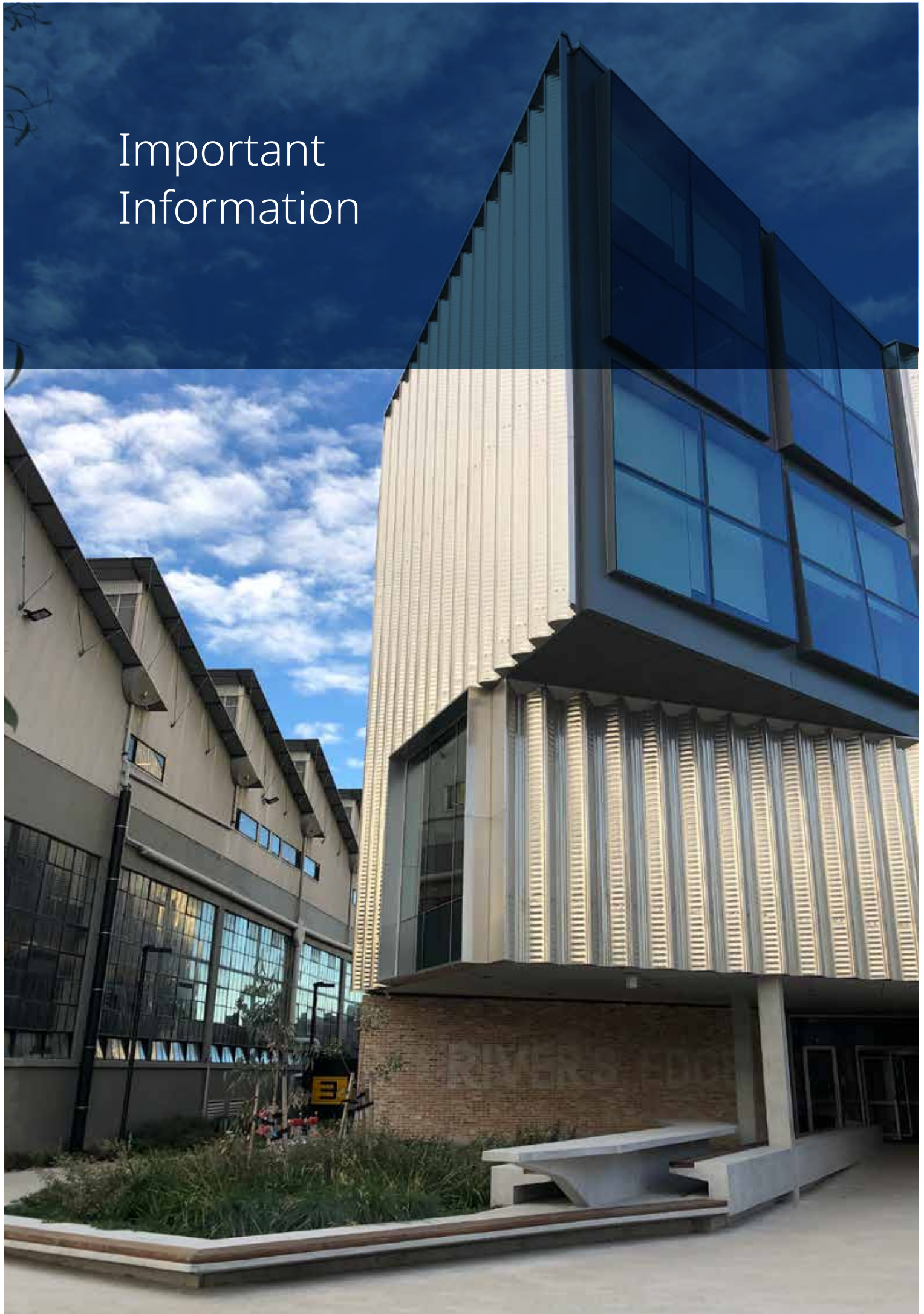
Previous experience successfully delivering a similar activity	Your capacity to deliver the project including any previous experience you have successfully delivering a similar project.	-
Sustainability of project outcomes	How sustainable are the outcomes of the project likely to be once grant funds have been expended (Project Groups A, C and D).	-
Collaboration	Does the project involve partnerships with other organisations to support the project and its longer-term outcomes	-
Alignment	How the project aligns with any current government priorities or strategies.	-
Re-use	The level to which the project demonstrates re-use of original built heritage fabric (Project Groups A & B)	-

The assessment panel reserve the right to consider any other relevant information that emerges following receipt of applications.

The highest ranked projects will be recommended to receive financial support, subject to the funding available under the Program. The decision of the panel will be final.

Successful proposals may not necessarily be offered the full amount of grant funding requested. A successful application may be offered a level of financial support the assessment panel deems appropriate under the funding constraints of the program.

# Important Information



## How to apply

Applications must be submitted online via the Department of Natural Resources and Environment Tasmania's (NRE Tas) Grants Portal. A link to the Grants Portal will be provided on the Heritage Tasmania website ([www.heritage.tas.gov.au](http://www.heritage.tas.gov.au)) when the Grants Scheme is open for applications.

It is important that you read the Guidelines in full **before** you start an application to ensure you understand all eligibility requirements.

Unsuccessful applicants to Round 1 of the Grants Scheme may apply to Round 2 and will need to complete a Round 2 application form. This is to ensure that the information contained in the application form is current and aligns with the Round 2 Assessment Criteria.

Incomplete applications, or applications that do not provide enough information to assess eligibility (either of the applicant or the proposed activities), will be deemed ineligible.

## Multiple Applications

You may submit multiple applications to the Grants Scheme however, you can only be successful in receiving one grant in each round of the Grants Scheme.

## Compliance with legislation and regulations

If your project involves works to a heritage-registered property, it must comply with relevant legislation and regulations (conditions and processes). Examples of legislation and regulations that may be applicable, include:

- *Historic Cultural Heritage Act 1995*
- *Land Use Planning Approval Act 1993*
- *Building Act 2016*

Works to heritage places also need to ensure the historic cultural heritage values of the place are retained or enhanced. Reference information includes:

- The Tasmanian Heritage Council's [Works Guidelines for Historic Heritage Places](#)
- The [Burra Charter](#) (The Australia ICOMOS Charter for Places of Cultural Significance 2013)

## 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 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.

The process for seeking these approvals is separate to the grant application process. You do **not** need to have evidence of having secured the approvals at the time of making your application however, you should demonstrate in your application how your proposed works will align with the exemption eligibility criteria or 'appropriate outcomes' described in the Tasmanian Heritage Council's [Works Guidelines for Historic Heritage Places](#).

Further information regarding the approvals process is available from the [Heritage Tasmania website](#).

## 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 demonstrate that you have contacted the relevant local council to ensure you understand your responsibilities and have considered any approvals required by the council.

Further information regarding local planning provisions and approval processes is available from the [PlanBuild Tasmania website](#).

For both Small Grants and Large Grants, where an offer of funding is made, you must provide evidence, within 30 days, that you have applied for the relevant approvals or the offer may be automatically withdrawn.

## Professional Advice

Applicants are strongly encouraged to seek advice from a heritage professional prior to lodging an application. This can be through Heritage Tasmania's Heritage Advisory Team or a privately sourced professional. You will be asked to attach evidence of any advice received in your application. This can be as simple as the email advice received from a heritage professional, contractor or Heritage Tasmania officer.

Evidence of engagement with a heritage professional will be considered by the assessment panel in making its deliberations.

Heritage Tasmania has a [Tasmanian Heritage Services Directory](#) available on its website – a list of people with professionals, consultants, contractors, specialist tradespeople and suppliers across a range of categories including engineers, architects, heritage consultants, landscape architects, planners and specialists in cultural heritage tourism and interpretation. Applicants are encouraged to consult this Directory when seeking quotes/cost estimates for conservation works and/or sourcing advice.

Please Note: Heritage Tasmania assumes no responsibility or liability for any work or advice provided by heritage consultants or tradespeople listed in this Register. It is not a requirement to engage a supplier from the Register.

## Supporting Evidence

It is important that you provide sufficient evidence to support the assessment panel to review your application.

**Small Grants Program:** You must submit photographic evidence showing the current state of the heritage fabric you are proposing to conserve or restore. This includes photographs taken at close range and from a distance to show the scale and context of the proposed works.

**Large Grants Program:** You should provide evidence of all planning undertaken to achieve the outcomes of your project. For example:

- If you are proposing to undertake a project to create boutique visitor accommodation, your application should include details of any business, project and/or marketing plans you have developed, the number of rooms/beds that will be made available, the target audience, and any expected employment opportunities (Project Group A).
- If you are planning to activate a place considered underused, you should describe how



you expect to achieve further activation. For example, if you are undertaking a project to make a church building available for wider community use you should describe how you will go about this. For example, how will the wider community access the space? Will it be available to the wider community on a regular basis? What arrangements do you have with other groups who may wish to use the building? How will the site be used by the wider community? Will you be charging hire fees that can be used towards future conservation works? (Project Group A).

- If you are proposing conservation or restoration works you should submit photographic evidence showing the current state of the heritage fabric you are seeking funds towards, including close range photographs as well as photographs taken from a distance to show the scale and context of the proposed works. Additionally, you should show alignment with any existing Conservation Management Plans and/or other strategic planning documents (Project Group B).
- If you are proposing to undertake an interpretative signage project or community heritage event you should include evidence of all planning to date; any engagement you've had with heritage specialists to inform your project; alignment with any government strategies or priorities; and details of any partnerships including letters of support (Project Group C).
- If you are seeking funding to provide heritage skills training you should include details of your credentials to offer the training, the specific skills you intend to target and how you intend to engage potential participants (Project Group D).

## Quotes and/or Cost Estimates

You will need to provide current quotes and/or cost estimates for all expenditure included in your application. Quotes and/or cost estimates for heritage building works will need to be supplied by a suitably qualified and licensed tradesperson/professional. All quotes and/or cost estimates must clearly show any GST payable and must be no older than 12 months.

The requirement for quotes and/or cost estimates is different for each Program:

**Small Grants Program:** You must provide at least one quote/cost estimate for each expenditure item listed in your budget.

**Large Grants Program:** You should provide at least two quotes/cost estimates for each expenditure item listed in your budget.

If you are unable to secure the required quote(s)/cost estimate(s), you will need to explain the steps you have taken to obtain them and reason/s why you have been unable to.

## GST

Expenditure item amounts in the Budget table of your application form should be GST exclusive.

**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 the Department of Natural Resources and Environment Tasmania at the time of requesting a grant payment.

**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. This will ensure the GST is funded as part of your grant, should your application be successful.

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

## Assessment Process

Heritage Tasmania will undertake an initial review of all applications to determine if they meet the eligibility criteria and comply with relevant legislation and regulations prior to proceeding to full assessment against the relevant assessment criteria.

Applications deemed eligible will then proceed to assessment by an independent assessment panel appointed by the Department of Natural Resources Tasmania (NRE Tas). The panel will be responsible for assessing all eligible applications and making recommendations to the Deputy Secretary, Environment, Heritage and Land, NRE Tas.

## Outcome Notification

Following the assessment process, all applicants will be notified of the outcome via email.

Unsuccessful applicants can re-apply to a future round of the Grants Scheme however re-submission is not automatic and must be actioned by the applicant.

## Appeals

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for grants through NRE Tas.

The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to: General Manager, Heritage and Land, Environment Heritage and Land, Department of Natural Resources and Environment Tasmania, GPO Box 618, Hobart, TAS, 7001 or emailed to: [enquiries@heritage.tas.gov.au](mailto:enquiries@heritage.tas.gov.au).

Your request must be received within 28 days from the date of Heritage Tasmania notifying you of the decision regarding your application.

## Payment of Grant

If your application is successful a grant deed will be developed using information provided in your application, and in negotiation with you if the assessment panel recommends 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 Grant Administration Policy.

Each grant deed has **general conditions** including provision of funds, financial and project reporting to ensure the funds are used for the approved purpose.

The awarding of the grant may also be subject to **specific conditions** determined by the assessment process or other considerations made by the assessment panel. Where specific conditions apply, these will be communicated in writing with the offer of funding.

Successful applicants will be required to provide their bank account details for inclusion in the grant deed and to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Grant funds may be provided in two instalments (i.e. 75% on signing of the Grant Deed and meeting any conditions precedent and 25% on acquittal of the grant).

## Reporting Requirements

**Small Grants Program:** Recipients will be required to provide a final report detailing completion of the approved project including a financial acquittal one month after the completion date detailed in the grant deed.

**Large Grants Program:** Recipients will be required to provide an interim report 12 months from the date of the grant deed detailing progress and expenditure to date against the approved project. In addition, recipients are required to lodge a final report, within one month of the completion date, which includes a financial acquittal.

Reporting and acquittal forms will be issued to recipients via SmartyGrants. Recipients that have committed a co-investment will also need to provide a declaration of the co-investment in their final report, 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.

## Collaboration

The Grant Scheme is administered by Heritage Tasmania and we look forward to your support to encourage the protection and appreciation of Tasmania's valuable built heritage assets.

All applicants will be entered on the Heritage Tasmania stakeholder register for future communications about heritage sector initiatives and activities. Stakeholders may unsubscribe from these communications at any time.

Images provided as part of the Program's reporting requirements may be used for publicity and engagement purposes by Heritage Tasmania or the Tasmanian Heritage Council, with credit given to the applicant and/or photographer.

During the program period, assistance may be sought from successful applicants to update the information on Heritage Register datasheets or contribute to media and communications regarding the Grant Scheme and your project.

## Acknowledgment of funding

If you make a public statement about a project funded under this Program, including in a brochure or publication, you must acknowledge the grant by using the following statement:

***'This project received grant funding from the Tasmanian Government's Built Heritage Grant Scheme.'***

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## Publication of information

NRE Tas disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, NRE Tas may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the Department to be appropriate.

## Right to information

Information provided to NRE Tas may be subject to disclosure in accordance with the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at [www.legislation.tas.gov.au](http://www.legislation.tas.gov.au).

## Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Grants Scheme Guidelines and otherwise for the purposes of the program and related uses.

NRE Tas may also use information received in applications, and during the delivery of the project, for promotion and/or reporting purposes.

## Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. You can view the Act in full on the Tasmanian Legislation website at [www.legislation.tas.gov.au](http://www.legislation.tas.gov.au).

This information may be accessed by the individual to whom it related, on request to NRE Tas. A fee for this service may be charged.

## Disclosure

Despite any confidentiality or intellectual property right subsisting in the deed, a party may publish all or any part of the grant deed without reference to another party.

Please note that all obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth) still apply.

## Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.

*Publication images:*

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# Contact

Heritage Tasmania is administering the Grant Scheme and providing support to applicants. Applicants can contact the Program Administrator prior to lodging an application to confirm alignment with the Grants Scheme eligibility criteria.

## Support

Program Administrator  
Heritage Works Advice

## Email

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