

Heritage Tourism Grants 2021-2022

Grant Guidelines



About the Heritage Tourism Small Grants Program

The South Australian Heritage Grants Program has been in operation since 2018 and has provided \$750,000 in funding to help undertake conservation work on heritage listed places across South Australia.

In 2021/22, the Heritage Grants Program has been expanded to include **Heritage Tourism Grants** that will offer \$250,000 in funding to support works which encourage accessible and adaptive reuse of State and local heritage listed places for tourism purposes. This innovative pilot program is a key initiative of State Government's [Growing Our Heritage Future Strategy and Action Plan](#) which was launched on 30 April 2021.

The **Heritage Tourism Grants** program will accelerate the development of heritage tourism experiences and stimulate investment into heritage places. Grants of up to \$50,000, provided on a matched funding basis, will support projects that enable the activation and use of State or Local Heritage Places or places within State Heritage areas, for tourism purposes.

Funding limits and timeframes

Applicants can apply for funding from \$1,000 to \$50,000 (excluding GST).

Funding will be paid on a dollar for dollar basis. This means your grant will pay no more than 50% of the eligible costs of your project.

In some cases, in-kind labour and materials may be recognised as part of your matching contribution (see conditions below).

The maximum grant period is 12 months after execution of the grant agreement. However, due consideration will be given to any potential impact the COVID-19 pandemic may have on completing the project with social distancing and other public health measures in place.

When applications can be made?

Applications open: **Monday, 25 October 2021**

Applications close: **Friday, 3 December 2021 at 2 pm**

Please make sure you note the closing date and allow for any technical issues as late applications **WILL NOT** be accepted.

Who can apply for funding?

- Owners or lessees of State or Local Heritage Places listed in the South Australian Heritage Places Database
- Owners or lessees of businesses or properties operating or seeking to operate in a State Heritage Area listed in the South Australian Heritage Places Database
- Licensees/lessees of State Government Owned Heritage Places listed in the South Australian Heritage Places Database
- Applicants must be a legal entity with an ABN (sole trader, partnership, company or trust)

The [South Australian Heritage Places Database](#) shows details about South Australia's Local and State Heritage Places, Objects and Areas. You will need to include the Heritage Number in your application. *The applicant, including ABN details, must be the same as the legal entity that will enter into a grant agreement. Applicants must be able to substantiate their financial viability if requested.*

Who is not eligible apply for funding?

- State or Federal Government Agencies and/or Departments.
- Owners or lessees of properties that are not State or Local Heritage Places, or not located within a State Heritage Area.
- Unincorporated organisations
- Businesses or organisations without an ABN

What type of projects are eligible for funding?

Eligible projects will contribute to development of heritage tourism experiences and invest in heritage places or areas to enable the activation and use of State or Local heritage listed places or areas for tourism purposes. Projects might include:

- Construction of facilities and/or significant enhancements to existing buildings or structures, to create unique and high impact visitor experiences.
- Adaptive projects to buildings or structures that result in improved access, visitor engagement with heritage assets and stories, and increased opportunities for tourism.
- New or enhanced visitor experience products supported by professional documentation e.g. concept design, interpretation plan.

The business and new product or experience is (or will be) registered on the [Australian Tourism Data Warehouse](#) when completed.

Successful projects must commence within three months and be completed within 12 months of signing of a grant agreement.

Examples of eligible projects include:

- Façade and external improvements

- Upgrades and adaptive works to enable alternative uses or to address visitor safety, such as installation of fire doors required for accommodation
- Additions and renovations, such as bathrooms and kitchens
- Fit out of a retail space that forms part of a larger visitor experience/attraction, for example a farm/cellar door
- Interpretation projects that enhance visitor engagement with heritage values and stories, and where supported by a professional interpretation plan/concept design.

What type of projects are not eligible for funding?

- Projects that do not add value to the delivery of visitor experiences
- Projects that damage the heritage significance of a place or area
- Retrospective works (i.e. have taken place prior to signing of funding agreement)
- Conservation only projects eligible for Heritage Conservation Grants or Government Owned Heritage funding
- Insurance claims
- Construction, repairs or purchase of equipment that are not considered essential for enabling place activation
- Purchase of furniture, furnishings or non-fixed fittings/items
- Administrative costs including preparation of grant application, reporting, applying for permits and general administration of grant.
- Operational expenditure including wages, utilities, office facilities, legal and accounting fees and bank charges
- Marketing activities that are not supported by a professionally prepared marketing plan
- Routine operational expenses, ICT equipment, including software or hardware that is not an integral part of the funded project
- Fees paid to obtain planning, environmental or other regulatory approvals
- Business feasibility studies, project plans, development plans, business cases (these should already be completed and may be included in application to support projects)
- Design and concept plans for construction works (these should already be completed and included in application)
- Interpretation activities that are not supported by a professionally prepared interpretation plan
- Directional, entrance or advertising signage
- Routine maintenance such as painting, pest control etc.

*Examples of **ineligible** projects include:*

- Repointing and salt damp treatments
- Purchase of office equipment
- Painting of interiors (as a standalone project)
- Preventative pest control treatments
- Work that should be routine maintenance.

Assessment Criteria

Applications will be assessed against the following criteria:

- Provides a unique visitor experience that drives tourism to South Australia and diversifies tourism offerings
- Extent to which heritage place, or area is activated, especially underutilised places in high profile locations
- Delivers positive benefits for the future conservation of the heritage place or area
- Meets visitor demand that is currently not serviced OR improves visitor access and awareness of heritage places and their stories
- How well the project aligns to:
 - the goals of [Growing Our Heritage Future](#) and
 - the priorities of the [South Australian Visitor Economy Sector Plan 2030](#) and, if relevant
 - the priorities of the [South Australian Regional Visitor Strategy 2025](#)
- Creates new jobs and develops skills
- Increases visitation and grows local economies through increased expenditure
- Provides good value for money
- Application is clear and concise, providing appropriate and detailed supporting documentation.

Professional heritage advice and contractors

Prior to lodging an application, if project is to make any changes to a State or Local Heritage Place, professional advice must be sought from a Heritage Adviser (either via Heritage SA, local councils or privately). Heritage Advisers will not be responsible for administering contracts or managing contractors.

Heritage South Australia has a Register of Heritage Trades and Contractors – a curated list of people with appropriate heritage skills. Applicants are encouraged to consult this [Register](#) when seeking quotes for conservation work or sourcing materials.

In-kind Contribution

In some cases, in-kind contribution **may** be considered as part of the co-contribution (50% contribution 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. builders labourer or painter). Any work undertaken would need to be guided by appropriate professional advice.

If the applicant will be applying for in-kind contribution costs, they will be required to attach the following information to the application in the Supporting Documents tab –Justification of in-kind contribution:

- 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. Any activities listed in the “What is not eligible?” section above, are also not eligible for in-kind contribution.

The following information in relation to in-kind co-contribution must be attached to the final report:

- The actual hours worked and hourly rate (as per application) giving total value of in-kind contribution
- How the cost rate was determined and how in-kind work was calculated
- How the work was done
- The duties undertaken

Supporting Documentation

The following documents should be included with your application:

- If applicant is not the property owner, a letter from the owner approving the project/lease agreement or licence is mandatory
- Drawings, plans and specifications - mandatory for building projects
- Photographs showing project before commencement
- Detailed quotes for all components of work - mandatory
- Justification of budget costs (how you came up with the costs in the budget table for each activity) - mandatory
- Justification of in-kind contribution – mandatory if claiming in-kind contribution as part of minimum 50% co-contribution.
- Copy of Development Application or discussions with relevant authorities regarding requirements for Development Application.
- Professional interpretation plan/concept design - mandatory if applying for interpretation project/s
- Any relevant documents to support application.

Will I need development approval?

Work to Heritage Places is considered ‘development’ under the *Planning, Development and Infrastructure Act 2016 (SA)* and will require development approval (DA). Contact your local council to establish the fees associated with your project. Development Application fees or other statutory approvals will not be considered for funding or co-contribution costs.

Allocation of funds

An Assessment Panel will assess all Heritage Tourism Grants Program applications and grants will be awarded by the Minister for Environment and Water. Funds must be spent within 12 months of signing the grant agreement.

100% of grant funds will be paid on signing of a grant agreement and submission of a tax invoice by the applicant.

If the total of eligible costs of the project are less than the grant funds awarded plus 50% cocontribution, funds will need to be returned. The Department for Environment and Water (DEW) will invoice for any unspent funds.

The final report will include evidence of expenditure for works undertaken, so invoices and receipts must be kept and attached to the final report. Details of any approved in-kind contribution for work undertaken must be included with the final report as stated above.

Application and Grant Agreement process

Applications are made via DEW online grants system <https://gmsportal.environment.sa.gov.au>. The grants management system allows you to track your application throughout the grant process.

The Heritage Tourism Grants will follow the process below:

1. Applicant to speak to Heritage South Australia (or your local council for Local Heritage places) about proposed work, and seek advice about appropriate methods.
2. Applicant to prepare scoping documents and specifications for proposed work, including cost estimates and quotes.
3. Apply for grant funding by the closing date
4. Applications will be checked for eligibility
5. Applications will be assessed by an Assessment Panel
6. The Assessment Panel will make recommendations to the Minister for Environment and Water, as the final decision maker
7. Grant Agreements will be sent to successful applicants and letter sent to unsuccessful applicants.
8. 100% of the grant will be paid following signing of grant agreement and on receipt of Tax Invoice.
9. Applicant to apply for Development Approval (planning and/or building consents) through local council (as required) or any other relevant licences/approvals, if not already applied for.
10. Once development approval is granted, carry out work in consultation with Heritage South Australia and/or your local council.
11. Commence project and ensure it is completed by the completion date in the grant agreement, and within 12 months of signing of grant agreement.
12. Submit final report and financial acquittal with copies of invoices and receipts.

More information

For information regarding Heritage status and Heritage conservation works contact Heritage SA:

email: DEWHeritage@sa.gov.au or

Phone: (08) 8124 4960

For information regarding the online Grants Management System contact:

Email DEW.Grants@sa.gov.au or

phone (08) 8463 7883

For all other assistance with Tourism Grants guidelines please contact Heritage SA:

email DEW.Heritage@sa.gov.au or

phone (08) 8124 4934 (between 9am and 5pm on weekdays)

Indicative Timeframes:

	Proposed Date
Heritage Tourism Grant Applications Open	25 October 2021
Heritage Tourism Grant Applications Close	3 December 2021
Applicants advised of outcome of application	February2022
Projects commence	April 2022
Projects completed	April 2023