

# Heritage Grant



# About the Heritage Grant

Alexandrina Council's Heritage Grant program provides financial support for a variety of heritage related projects across the Alexandrina region. Council recognises the importance of retaining the charm and character of our township and rural environments for the benefit of residents and visitors alike.

Please ensure that you have read these Guidelines and consulted with Council's Town Planner (Heritage Grant Administrator), or their delegate, prior to completing the application form.



## Eligibility

### Who can apply?

Heritage Grant	Yes	No
Not-for-profit incorporated community groups or legal entities with comparable status	✓	
Unincorporated not-for-profit community groups auspiced by an appropriate incorporated community group or comparable legal entity	✓	
Businesses with an ABN	✓	
Individuals (auspiced by an appropriate incorporated community group or comparable legal entity where required)*	✓	
Applicants with outstanding debts such as rates, fees or charges to Alexandrina Council		✗
Applicants that have not provided a satisfactory Evaluation and Acquittal Report for any previous funding received from Council		✗
Applicants seeking funds for projects occurring outside the Alexandrina Council region		✗
Alexandrina Council Elected Members or employees		✗

\*Auspicing requirement for individuals is dependent on the type of project to be funded. Individuals seeking funds for projects of a non-commercial nature which do not include any interaction with or activity involving members of the public do not require auspicing.



# Eligibility

## What type of activities will be funded?

Council is seeking to fund a range of heritage related projects that contribute towards creating a Liveable, Green and Connected Alexandrina and support our communities to thrive through the preservation, protection and promotion of the unique heritage of the Alexandrina region.

**Projects should focus on one or more of the following five themes:**

- Heritage Tourism; enriching or improving a heritage experience by helping visitors develop a strong sense of understanding and appreciation of a place or region
- Conservation Practice; conserving a heritage building or place to retain its cultural significance by way of preservation, restoration or reconstruction
- Adaptive Reuse; sympathetically and creatively repurposing a heritage building or site to help ensure its survival and continued use while still retaining its heritage value
- Heritage Gardens and Fencing; enhancing the character of a heritage building or place by maintaining or restoring garden elements with historic significance
- Historic Research; undertaking local historic research, documenting and sharing it with the wider community through a variety of audio-visual mediums.

**Eligible activities within each category may include:**

- Heritage Tourism; events, exhibitions, educational activities, programs, displays or signage
- Conservation Practice; structural repairs, reinstatement of heritage features
- Adaptive Reuse; a new use of or activity within a heritage building or place
- Heritage Gardens and Fencing; significant reshaping of hedges, restoration or reinstatement of fencing, walls or ornamental garden features, arborist advice
- Historic Research; printing and publication, video production, event delivery.

Projects that aim to conserve a building or place must be either a Local Heritage Place or a building or place which has a clear link to the local heritage of the township and rural environments in which they are situated.

**Applications will be accepted:**

- in advance for projects with development approval (where required); or
- retrospectively for projects completed after 1 January 2021 where relevant approvals have been given (where required).

## What will NOT be funded?

- Projects or activities occurring outside the Alexandrina Council region
- Applications that do not adequately meet the assessment criteria outlined on page 4
- Applications that do not establish any benefit to the Alexandrina community
- Requests for ongoing operational or administrative costs
- Construction of buildings or structures ancillary to a heritage building or place
- Electrical or plumbing work (unless it relates directly to improving a building's structural soundness or public appearance)
- Routine maintenance.

## What funding is available?

Grants of up to \$2,000 are available for eligible applicants.

A minimum funding request of \$500 applies for all applications.

A total funding pool of \$14,000 has been allocated to the Heritage Grant program in 2023-24.

Applicants will be required to make a co-contribution towards the project, either financial or in-kind.

**Applications will be accepted from  
1 August 2023 until 30 April 2024 or until  
funds are exhausted.**



# Application and Assessment

## Application Process

Applicants are strongly encouraged to contact Council's Town Planner (Heritage Grant Administrator) on **8555 7000** to discuss their project proposal before commencing the application process.

Applications must be made by completing the online Heritage Grant Application Form, accessed via the SmartyGrants link on Council's website [alexandrina.sa.gov.au/grants](http://alexandrina.sa.gov.au/grants)

All questions on the Application Form must be fully completed and applicants must provide a fully itemised budget including details of their own and other co-contributions, cash or in-kind (labour, equipment or materials etc.) and any other funding received. Applicants will be required to provide details of Public Liability Insurance cover (\$20 Million minimum) where applicable.

Applicants will be required to provide evidence of development approval or written confirmation that development approval is not required.

Council is committed to providing services and experiences that are inclusive for all people who live in, work in or visit our region. Where relevant, applicants will be required to consider the accessibility of their project outcomes to ensure public activities are inclusive to all members of the community.

Council is committed to creating a Green Alexandrina where resources are managed sustainably and creatively. Applicants will be expected to manage the environmental impact of their projects and incorporate sustainable practices.

**Late applications will not be accepted.**

## Assessment Process

Applications will be accepted on a rolling basis and assessed monthly. Applications received will be subject to an "Eligibility Check" undertaken by a member of Council's grants administration team. Applicants may be contacted to seek further information with regards to their application. Any additional information or documentation requested must be submitted within five working days. No further resubmissions will be allowed.

If an application meets all eligibility criteria, it will proceed to the "Assessment" stage which will differ according to the funding amount sought.

## Assessment Criteria

### Applications for amounts up to \$1,000

An assessment against the criteria below will be undertaken by a member of Council's grants

administration team. If the application is deemed to have satisfactorily met the criteria, the application will be recommended for funding, subject to the availability of funds. Approval will then be sought from the Manager Strategic Development prior to the awarding of any grant funding.

**Applicants will be notified of the outcome of their application by the end of the month following submission.**

### Criteria

1. The application adequately demonstrates a contribution towards a Liveable, Green and Connected Alexandrina through the preservation, protection and promotion of Alexandrina's unique heritage.
2. The application adequately outlines how the project benefits the Alexandrina community.
3. The application adequately demonstrates value for money.
4. The application adequately demonstrates the applicant's capacity to deliver the project.

### Applications for amounts over \$1,000

Eligible applications will be assessed by a panel against the criteria outlined below. A weighted average score will be allocated to each application out of a maximum score of 100. For an application to be recommended for funding, it must obtain a weighted average score of at least 60 and be recommended for funding by a panel majority. The panel's recommendations on whether projects should be funded and the suggested grant amount to be awarded will be submitted to the Manager Strategic Development for their approval.

**Applicants will be notified of the outcome of their application within 6 weeks of the end of the month following submission.**

### Criteria

### Weight

- |    |  |     |
|----|--|-----|
| 1. | Extent to which application demonstrates a contribution towards a Liveable, Green and Connected Alexandrina through the preservation, protection and promotion of Alexandrina's unique heritage. | 30% |
| 2. | Extent to which the application demonstrates how the project benefits the Alexandrina community.   | 30% |
| 3. | Extent to which application demonstrates value for money.  | 20% |
| 4. | Extent to which application demonstrates applicant's capacity to deliver the project.+   | 20% |

# Important Information



**Applicants are strongly encouraged to discuss their project proposal with Council's Town Planner (Heritage Grant Administrator) before commencing the application process.**

Meeting the advertised eligibility and assessment criteria does not guarantee an offer of funding or the amount sought as all decisions regarding the awarding of grant funding are at Council's discretion.

All recipients of a Heritage Grant will be required to abide by current government advice and legislation with regard to public health and hygiene measures whilst undertaking funded activities. For the latest advice, please check [covid-19.sa.gov.au](https://www.sa.gov.au/covid-19)

All recipients of funding are required to ensure they have adequate risk management practices and plans in place to manage potential safety and/or environmental hazards.

Council will not waive fees associated with development applications (where required) or the delivery of events, e.g. road closures, requests for infrastructure, cleaning, waste management, site or venue hire fees etc. Please include these fees in your cost/budget estimates.

All recipients of a Heritage Grant will be required to comply with recognised industry standards and observe any relevant Federal, State or Local Government regulations or guidelines.

Recipients will be required to obtain all relevant approvals, permits and licences related to the project and provide evidence of landowner consent where relevant. Please refer to the Heritage Grant Frequently Asked Questions for guidance on the specific approvals that may be required for your project.

## Conditions of funding

**Funded projects must be completed within 12 months of the awarding of a grant.**

Recipients must sign an Alexandrina Council Funding Agreement which details the terms and conditions of the funding prior to the funds being provided. Payment of funding awarded will be made by EFT upon receipt of a signed and completed Funding Agreement and submission of a valid Tax Invoice (for entities registered for GST).

Funds must be spent according to the terms outlined in the Funding Agreement. Should the nature of your funded activity change, a request to vary the funded activity must be submitted to Council in writing. Changes to the agreed activity cannot be made without Council approval, or return of funding to Council may be required.

All recipients will be required to complete a brief Evaluation and Acquittal Report within two months of project completion. This report will require completion via SmartyGrants, Council's online grant administration system and will require proof of expenditure for all funded items and photographs demonstrating your funded activity. Non-compliant applicants are unlikely to be eligible for any future funding from Council. Any unexpended funding must be returned to Council.

Council must be acknowledged for their role in supporting any funded activities. This may include media releases or the use of Council logo on promotional materials and/or signage.

Where a project runs over budget, Alexandrina Council is not responsible for meeting any shortfall.

## More Information

For more information or assistance with your application, please contact Council's Town Planner (Heritage Grant Administrator) on **8555 7000** or by email to [alex@alexandrina.sa.gov.au](mailto:alex@alexandrina.sa.gov.au)



## How to contact us

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 8555 7000

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 [alexandrina.sa.gov.au](http://alexandrina.sa.gov.au)

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