



NORTHERN TERRITORY HERITAGE GRANT PROGRAM 2011-2012 INFORMATION AND GUIDELINES

Outline of Grants Program

The primary purpose of the Grants Program is to encourage appropriate conservation work to privately-owned heritage places.

Priority is therefore given to applications to undertake **physical conservation work to and/or interpretation of** places that are listed on the NT Heritage Register under the terms of the NT *Heritage Conservation Act 1991* or are otherwise protected by the Act.

Consideration will also be given to applications to carry out work on significant places and objects which are not declared heritage places under the *Heritage Conservation Act 1991*.

The *Heritage Conservation Act 1991* is broad ranging in its scope and encompasses natural and cultural heritage, including Aboriginal heritage. Therefore places that might be considered for a grant include places of cultural significance such as buildings, structures, townscapes, Aboriginal archaeological sites, places of social significance and examples of the Territory's underwater cultural heritage such as shipwrecks and submerged plane wrecks. Places of natural significance may include flora, fauna and geological sites.

Applications will also be considered for **research, documentation and promotional** projects, but such projects must have a tangible outcome and must be related to a significant place or object which comes within the scope of the *Heritage Conservation Act 1991*.

Project Categories and eligibility

Physical conservation work should be carried out in accordance with the principles of the Burra Charter, and may include one or more of the following types of work as defined in the Charter: preservation, maintenance, restoration, reconstruction and interpretation.

Research and documentation projects must relate directly to a place or object and may involve:

- historical research
- recording or mapping
- preparation of a conservation and/or management plan

Promotional projects must also relate to a place or object, and may include:

- publication of promotional material; and
- heritage festivals and events.

Grants will not be given for purchases of capital items, travel or administrative expenses.

Available funds

A total of \$250,000 is available for 2011/2012. There is no strict upper limit on the amount of money that can be applied for, but applicants need to keep in mind that there are a great many applicants every year and that the Program aims to provide assistance to as many projects as possible. Therefore modest applications for a few thousand dollars will be looked on favourably. The maximum amount likely to be given to an applicant in any given year is \$30,000.

If you have a large project in mind, you are encouraged to consider staging the project, limiting each stage to around \$20-30,000 worth of work per year.

Eligible Grant Recipients

The Grants Program is available to any private individual, and to any non-profit organisation or community group, including Aboriginal organisations.

Grant Requirements

Applicants will be required to:

- carry out all conservation work in accordance with the principles outlined in the Australia ICOMOS Charter for the Conservation of Places of Cultural Significance ("Burra Charter");
- accept the recommendations of the Heritage Advisory Council in respect to the selection of consultants and contractors;
- permit the Heritage Advisory Council or its representatives, to inspect work in progress and certify that the work has been carried out to a appropriate standard;
- complete the work/carry out the activity within a specified period; and
- provide a financial acquittal certifying that all funds received have been expended on the project as specified in the application.

Applications

Completed application forms must be signed by the person who has been nominated as responsible for the financial accountability and implementation of the project.

When providing project details please consider the following:

- what do you intend to do, where and when;
- who will be involved and what will each project partner do to assist;
- why is this project necessary, and why have you chosen this approach;
- what changes do you hope to see at the conclusion of the project;
- are there any opportunities to build on the achievements of your project in the future; and

- how do you intend to show that your project has made a difference.

When completing your budget and work plan please provide an overview of the major components of the project. Identify the expected costs of these key components and relevant dates (e.g. when an activity will start and when each element will be completed). Identify which agency or group will undertake the responsibility for each activity. In-kind contributions are not a condition of these grants; however, as more ambitious projects may be undertaken where the proponents or their partners contribute either funding or in-kind contributions, applicants are strongly encouraged to identify their proposed contributions and to develop partnerships with other sectors and organisations. In-kind contributions can include the costs of labour by volunteers. They may also be the costs of expert advice or information services, provided through Government agencies, industry or other partners.

GST Information

Individuals and organisations conducting a business with an annual turnover of more than \$75,000 and non-profit organisations whose turnover exceeds \$150,000 are required by the Commissioner of Taxation to be registered for Goods and Services Tax (GST). Heritage Grants are not gifts but payments made in exchange for a supply of goods or service. In the terminology of the tax system, this is “making a taxable supply” and the grant recipient is therefore the “supplier”. The grant provider is the “recipient of the supply” as they are making a grant payment in exchange for the supply of the goods or services outlined in the grant application.

Accordingly, individuals and organisations that are registered for GST must pay GST equal to 1/11th of the payment. To ensure that the project’s objectives can be met, the grant amounts will be adjusted or “grossed-up” to cover the GST commitment.

If you are not required to be registered for GST, you do not have to pay GST on any supplies you make in exchange for a grant and you cannot claim the “grossed-up” amount

Further information on GST and Grants can be found at the Australian Tax Office Website <http://www.ato.gov.au> or contact your tax adviser.

ABN (Australian Business Number) or Statement of Supply (general information)

The Tax System requires that suppliers (grant recipients) who are carrying on an enterprise (business) must quote their ABN to the recipient (granting body) before funding can be provided. Under this legislation, if no ABN is provided, 48.5% of the grant must be withheld from the amount dispersed unless evidence is provided that the supply is exempt from this rule.

For more information please view the Australian Taxation Website <http://www.ato.gov.au> or contact your Tax Advisor. A Statement by a Supplier Form can be downloaded from that site.

Assessment

Applications are assessed by the Northern Territory Heritage Advisory Council which provides recommendations to the Minister for Natural Resources, Environment and Heritage for his or her consideration.

The following general matters will be considered by the Heritage Advisory Council when assessing applications to the Grants Program.

- whether there is a tangible outcome;
- what the applicant is contributing to the work;
- whether the applicant has previously received funding through NTHGP;
- whether acquittals have been provided in relation to previous grant funding;
- whether funding is available from other sources;
- the capacity of the applicant to complete the project successfully within a reasonable time frame (preferably within 12 months);
- whether it is vital for all of the funds requested to be provided, or whether it is possible for a lesser amount to be given, whilst still producing an appropriate outcome; and
- whether there are other funding avenues available which may be more appropriate.

The following additional matters will be considered in relation to physical conservation work:

- whether the place or object is a declared heritage place or object registered on the Northern Territory Heritage Register – if not, whether it has been nominated to the Register;
- whether the work is necessary;
- whether the work is urgent;
- whether there is a Conservation and Management Plan or Conservation Study in place and if so whether the proposed work is in accordance with such a document; and
- whether the work is routine maintenance for which the owner should be responsible.

Approval of Grant Funding

Recommendations from the Heritage Advisory Council are made to the Minister for Natural Resources, Environment and Heritage. The Minister will advise successful applicants that funding is subject to the acceptance of terms and conditions set out in the Funding Agreement.

Enquiries

Applicants are strongly urged to discuss applications prior to submission with staff from the Heritage Branch. This will maximise the chance of receiving funding.

Enquires should be directed to:

Ms Karen Moir
Heritage Branch
Department of Natural Resources, Environment, the Arts and Sport
PO Box 496
PALMERSTON NT 0831

Telephone: (08) 8999 5039
Fax: (08) 8999 8949

Email: heritagegrants@nt.gov.au

Application Form

The current 2011/2012 Northern Territory Heritage Grant Application Form is available at <http://www.nt.gov.au/nreta/heritage/grants/index.html>