



## **Guidelines for Applicants Support Regional Aviation Program Round Six - 2021-22**

### **1. Introduction**

The Support Regional Aviation Program contributes State Government funding towards regional airport/aerodrome infrastructure upgrades. The purpose is to improve the regional airport/aerodrome network and deliver regional economic and social benefits through improved air services. Grants of up to \$100,000 are available to successful applicants.

### **2. Eligible applicants**

Owners and/or operators of existing airports/aerodromes in regional South Australia that are not privately owned are eligible to apply. Only applicants with an Australian Business Number can apply.

### **3. Projects suitable for funding**

- Sealing, resealing and repairs of runways, taxiways, aprons
- Upgrading fencing, lighting and electrical systems
- Extending and upgrading terminal facilities
- Replacement items such as Wind Direction Indicators
- Other minor infrastructure upgrades

### **4. Additional project eligibility criteria due to COVID-19**

To be eligible for funding projects must meet the following condition:

- Be shovel ready and capable of completion with all funds expended no later than 30 June 2022.

### **5. Ineligible project activities and costs**

Funding is only to be used for costs directly associated with approved project activities. Funding will not be considered for:

- The purchase of motor vehicles, heavy plant and equipment.
- Ongoing or minor maintenance works such as slashing and mowing.
- Aerodrome ongoing or operating costs for which the aerodrome owner/operator might normally be expected to meet, such as administration, inspections or other core activities of the applicant or other third party contributors.
- Research activities.

Funding will not be available for retrospective costs. Therefore applicants must not commence work on or order any goods or services associated with the project identified in their application prior to receiving and acknowledging an offer of funding from the State Government.

## 6. Eligible co-funding and contributions

Co-funding requirements of applicants are summarised below.

Project circumstance	Co-funding requirement	Total SA Government funding (including this grant) which will not exceed \$100,000* per project
6.a Projects which have already attracted Commonwealth funding from Regional Airports Program or similar program (excluding Remote Airport Upgrade Program)	2:1:1 ratio (for every \$2 of Commonwealth funding awarded the applicant must contribute at least \$1)	Up to 25 per cent of total eligible project costs, where Commonwealth funds 50 per cent of project cost
6.b Projects classified as Remote or Very Remote**	3:1 ratio (for every \$3 of grant funding requested you must contribute at least \$1)	Up to 75 per cent of eligible project costs
6.c Projects granted an exceptional circumstance co-funding exemption (See section 7 below)	Exempt from co-funding (although contribution is encouraged)	Up to 100 per cent of eligible project cost
6.d All other classifications	1:1 ratio (for every \$1 of grant funding requested you must contribute at least \$1)	Up to 50 per cent of eligible project cost

\* Maximum grant amount sought must be no more than \$100,000. Applicants will need to meet any project costs over this amount.

\*\* Remoteness is determined by the Australian Statistical Geography Standard – Remoteness Area (refer <https://www.health.gov.au/health-workforce/health-workforce-classifications/australian-statistical-geography-standard-remoteness-area>) as at the date of the call for submissions.

In-kind contributions by local agencies may be permitted, the value of which must be expressed in monetary terms at current market rates, substantiated on request, and agreed by the Department. Administration, inspection and ongoing costs will not be recognised as an in-kind contribution toward the project costs.

## 7. Exceptional Circumstances Co-funding Exemption

It is recognised that some applicants may be experiencing circumstances resulting in a limited capacity to meet the co-funding requirement. Where you can demonstrate that you are experiencing these circumstances, you may seek an exemption from the co-funding requirement.

If you seek an exemption you must submit a supporting case which includes **evidence demonstrating the exceptional circumstances** you are experiencing and how this

prevents you from meeting the co-funding requirement. This must also include evidence to demonstrate the capacity to maintain and fully utilise the project.

The Panel will consider all requests for exemption. If an exemption is granted your application will be considered to have met the requirements under item 6.c above. If an exemption is not granted your application will be ineligible.

Before you consider seeking an exemption, note:

- Exemptions will only be granted in very limited circumstances.
- If an exemption is not granted your application will be ineligible and there will be no opportunity to resubmit your application in the same funding round.

The following will be considered for exemption:

- Drought and/or disaster declaration.
- Limited financial capacity.
- Significant recent change in population or community demographics.
- The risk of suspension of emergency medical evacuations, aeromedical flights and other critical services.
- The extent to which the project contributes to improved service delivery to remote Aboriginal community locations and delivering outcomes under the Closing the Gap framework.

All applications, including those granted an exemption, will be assessed against each of the Assessment Criteria (refer section 9 below).

## **8. Lodgement of applications**

All applications are to be submitted using the Smarty Grants online grant application service. You will need to register as an applicant before you can make an online submission. Application forms can be accessed at

<https://dit.smartygrants.com.au/SupportRegionalAviationProgramRound6>

## **9. Assessment of applications**

An Assessment Panel will assess all eligible projects competitively on their ability to achieve the following outcomes:

- a) Safety or accessibility
- b) Improved connectivity to intrastate, interstate or international markets or routes
- c) Economic and/or social benefit to the regional community and/or State as a result of the project
- d) Any other key benefits (e.g. address maintenance or regulatory requirement)

## **10. Notification and acceptance of grant offer**

Applicants will be advised in writing of the funding decision. Successful applicants will be required to sign an acknowledgement of conditions and acceptance of grant offer, in order to receive an up-front payment of the grant. This is to be completed within one month from a letter of offer of funding.

## **11. Payments**

Upon acceptance of the grant offer the Minister will pay the recipient their grant by one lump sum upon receipt of a valid Tax Invoice. Works on the project are expected to be completed and all funds expended by 30 June 2022. If the recipient does not expend all of the grant funding by that date, the Grant Terms and Conditions require the balance to be repaid to DIT.

## **12. Reporting**

A progress report will be sought mid-project (no later than 30 April 2022) to confirm the project remains on track to be completed within the funding period. Additionally, after completion of the project and within 30 days of the end of the specified funding period, grant recipients must submit a final report that includes:

- A summary of all eligible project expenditure
- Copies of invoices paid and receipts to substantiate costs
- Photographic evidence of completion.

## **13. Conflict of interest**

A conflict of interest may exist, for example, if the applicant or any of its personnel:

- Has a relationship (professional, commercial or personal) with a party who is able to influence the application assessment process.
- Has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicant in carrying out the proposed activities fairly and independently; or
- Has a relationship with, or interest in, an organisation from which they will receive financial payment or personal gain as a result of the granting of funding.

Each applicant will be required to declare as part of their application existing conflicts of interest or, that to the best of their knowledge, there is no conflict of interest that would impact on or prevent the applicant from proceeding with the project or any funding agreement it may enter into with the State Government.

Where an applicant subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to this application for funding, the applicant must inform the Department in writing immediately.

## **14. Media**

When upgrades are publicised or opened, DIT is to be advised in advance and the contribution from the Department is to be acknowledged.

## **15. Questions**

If you have any questions about these guidelines please contact Cherill Watkins on 0412 958 901 during business hours or email [cherill.watkins@sa.gov.au](mailto:cherill.watkins@sa.gov.au) and quote your submission number.