



## **Guidelines for Supporting Regional Aviation Submissions – 2018-19**

### **1. Objective**

The primary purpose of the Support Regional Aviation program is to improve the regulated regional airport/aerodrome network to conform to regulatory requirements, accommodate changing airline fleets and regional market growth, and deliver regional economic and social benefits through improved air services.

### **2. Eligible applicants**

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

### **3. Non-eligible 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 operating costs for which the aerodrome owner/operator might normally be expected to meet, such as administration.
- Research activities.

### **4. Eligible co-funding / contributions**

The co-funding requirements are summarised in the following table.

<b>Project circumstance*</b>	<b>Co-funding requirement</b>	<b>Total Government funding (including this grant)</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 cost
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
Projects granted an exceptional circumstances co-funding exemption (See section 5).	Exempt from co-funding (although any level of contribution is encouraged)	Up to 100 per cent of eligible project cost

\* Remoteness determined by the Australian Government Remoteness Classification (refer <http://maps.infrastructure.gov.au/BuildingBetterRegionsFund/>) 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, and substantiated on request

and agreed by the Department. Administration costs will not be recognised as an in-kind contribution toward the project cost.

Funding for projects shall be on the basis of eligible costs contained in the project application.

## **5. Exceptional Circumstances Co-funding Exemption**

The Department recognises 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 they are preventing 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 requests for exemption. If an exemption is granted your application will be considered to have met the requirements under section 4. 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.
- All applications, including those granted an exemption, will be assessed against each of the Assessment Criteria (refer section 7).

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, aero-medical flights and other critical services.
- The extent to which the project contributes to delivering on outcomes under COAG's Closing the Gap framework, including improved service delivery to remote Aboriginal community locations.

## **6. Ineligible costs / contributions**

Funding is only to be used for costs directly associated with approved project activities. It is not to be used for ongoing running costs or other core activities of the applicant or other third party contributors.

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 execution of a funding agreement between the applicant and the State Government.

## **7. Assessment criteria**

Projects will be assessed competitively against the following criteria:

- a) Does the Project contribute to a safety or accessibility outcome?
- b) Will the Project improve connectivity to intrastate, interstate or international markets or routes?
- c) Is there an economic and/or social benefit to the regional community and/or State as a result of the Project (eg increase tourism to the region)?
- d) Will the Project provide any other key benefits (eg address maintenance or regulatory requirement)?

Each criteria will be scored as follows:

- 0 (not met)
- 1 (minimal benefits)
- 2 (moderate benefits)
- 3 (significant benefits)

The total score for each project will be the sum of the above.

## **8. Conflict of interest**

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

- Has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a Department staff member;
- 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 personal gain as a result of the granting of funding under the RAAP.

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.

## **9. Notification**

Applicants will be advised in writing of the funding decision. The Department will offer feedback to all Applicants upon request.

## **10. Funding agreement**

Successful applicants will be required to enter into a written funding agreement with the State Government (represented by the Department) within one month from a letter of offer of funding. The funding agreement is a legally enforceable document that sets out the terms and conditions of the funding, including agreed project outcomes, project management and payment schedules. Works on the project are expected to be undertaken and completed, and all funds expended, within the financial year.