



Australian Government

Department of Industry,
Innovation and Science

Department of Infrastructure,
Transport, Cities and
Regional Development

Business

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13 28 46

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Factsheet

Regional Airports Program (Round 1)

Overview

1. What is the Regional Airports Program?

The Regional Airports Program is a grant program that provides funding to improve the safety and accessibility of airports or aerodromes in regional areas of Australia.

2. What grants are available?

The minimum grant is \$20,000 and the maximum grant amount is \$5 million.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless you and a third party are both contributing to eligible project costs. In this case, the grant amount will be up to 33.3 per cent of eligible project costs

3. Who is responsible for administering the Regional Airports Program?

The Department of Industry, Innovation and Science is responsible for administering the program on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

Eligibility

4. Who is eligible to apply?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome or airport in a regional area in Australia

and be one of the following entities:

- an entity incorporated in Australia (including incorporated trustees on behalf of a trust)
- an Australian local government agency or body (as defined in appendix A of the grant opportunity guidelines)
- an Australian State or Territory Government agency or body
- a corporate Commonwealth entity
- an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth).

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators, subject to conditions stated in the grant opportunity guidelines.

5. Are there any additional eligibility requirements?

The following **additional** eligibility requirements apply:

- the location of your aerodrome is identified as Inner Regional or Outer Regional as defined by the [2016 Australian Statistical Geographic Standard \(ASGS\) Remoteness Area](#)
- the aerodrome or airport's passenger throughput is below 250,000 passengers (from all flight types) per year
- you provide evidence from your board or Council (or chief executive officer or equivalent if there is no board) that the project is supported by the applicant organisation, and that your organisation is willing to accept responsibility to complete the project and meet any costs not covered by grant funding.

6. Can I apply for a project that has already started or is scheduled to start?

We will not fund projects that you have already started or where contracts are already in place at the time of application.

7. When can I start my project?

You may start your project from the date we notify you that your application has been successful, however we are not responsible for any expenditure you incur until a grant agreement is executed.

How to apply

8. How do I submit an application?

You will need to set up an account to access our online portal. The portal allows you to apply for and manage a grant or service in a secure online environment.

You should read the grant opportunity guidelines before you apply.

To apply, you must:

- complete and submit your application through the portal
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

9. What happens if there are technical difficulties when I try to submit my application?

If you experience technical difficulties when trying to submit your application you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on [business.gov.au](#).

10. What type of evidence could I provide to support my responses to the assessment criteria?

The following examples are not mandatory but may be provided to support your application:

- site investigation reports, aerodrome reports, CASA inspection reports
- letters of support from the aeromedical operator, such as the Royal Flying Doctor Service, raising safety concerns and/or confirming aeromedical operator movements

- letters of support from Council
- letters of support from communities serviced by the aerodrome
- formal quotes, diagrams, maps, photographs of site
- letters of support to evidence how this funding would complement other government programs and initiatives and/or meet outcomes under the Council of Australian Government's (COAG) Closing the Gap framework
- evidence of co-funding contributions.

11. What types of projects are suitable for funding?

Suitable projects could include:

- sealing and/or re-sealing and/or re-sheeting of aircraft pavements
- extending or strengthening a runway, taxiway parking bays and/or related areas
- repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron
- airstrip drainage works
- installation or restoration of animal fencing
- provision of navigational aids and safety equipment
- works to reduce safety hazards at an aerodrome
- provision of safety related operational and/or training manuals and training for key operational personnel
- installation of runway and taxiway lighting
- provision of power for aerodrome lighting
- installation of Pilot Activated Lighting Control systems.

12. What is third party funding?

Third party funding refers to the amount of funds being contributed by a third party which could include state or territory or local government or other non-government funding.

Where there is a third party contribution the grant amount will drop to 33.3%.

13. Are there any mandatory documents that I need to provide?

Yes. Section 7.1 of the guidelines lists the attachments we require. These include:

- evidence of support from the Council, board, CEO or equivalent
- trust deed (where applicable)

- letter of support (joint applications only)
- a project plan to support your claims against assessment criterion 2.

14. If I have a project involving construction, do I need to provide evidence of relevant approvals or licences?

No. You do not need to provide evidence of approvals or licences, however, you must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory or other approvals are required for your project you must maintain records of the approvals.

15. How do I account for GST in my project costs?

When calculating your total project cost:

- if you are registered for GST use a GST **exclusive** amount.
- if you are not registered for GST use a GST **inclusive** amount.

If you are registered for GST, where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice.

16. Do I need to have insurance?

You must have insurance coverage as appropriate for the type of project you undertake. This may include:

- Public Liability (usually a minimum value of \$10 million)
- Workers' Compensation (minimum value as required by State/Territory legislation)
- Comprehensive Motor Vehicle Insurance
- Personal Accident Insurance
- Professional Indemnity Insurance (usually a minimum value of \$2 million).

We do not require evidence, but you must be able to demonstrate you have adequate insurance coverage on request.

17. What are in-kind contributions?

In-kind contributions are goods, services and labour provided to deliver your project that have a monetary value but do not involve a payment.

For example, if you are applying for a grant to install animal fencing, your in-kind contribution could be volunteer labour for constructing the fence.

18. What in-kind contributions can be included as part of my project funding?

Examples include:

- volunteer labour
- any person undertaking work on the capital project
- professional services specifically related to your project, including legal, architectural, engineering and accounting services
- other project and related services, including site preparation, fabricating and sub-contractors
- the use of machinery and heavy equipment.

Expenditure items that are ineligible under section 5.3 of the grant opportunity guidelines cannot be included as in-kind contributions.

19. How can I calculate the value of in-kind contributions to the project?

To calculate the dollar in-kind value of donated goods or materials you could use the following calculation:

Goods or materials description x \$Value of goods / materials x Number of goods / materials = \$Total in-kind goods or materials.

To calculate the value of volunteer labour you could use the following calculation:

Number of hours x \$Hourly rate x Number of people = \$Total in-kind labour.

You may use an average hourly rate of \$39.00 ([Australian Bureau of Statistics 6302.0 - Average Weekly Earnings, Australia, Nov 2017](#)).

Where you choose an alternative method of valuing in-kind contributions we may ask you to explain the basis of your calculations.

20. Can I withdraw my application after it has been submitted?

If you want to withdraw your application you must notify the department by calling 13 28 46 or via the program's mailbox:

RAP1@industry.gov.au

Assessment

21. How will you assess my application?

- We first assess applications against the eligibility criteria and then against the

assessment criteria. Only eligible applications will proceed to the assessment stage.

- Eligible applications are then referred to an assessment panel which makes recommendations to the Minister
- The Minister decides which grants to approve taking into account the recommendations of the assessment panel.

Funding decision

22. What happens next if I am successful?

If you are successful, you must enter into a grant agreement with the Commonwealth.

Payment and reporting

23. Am I required to report on the progress of my project to the department?

You will be required to provide progress reports and they must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

24. What will I need to provide to the department in order to receive my grant funding?

Before we can pay you, you must provide your bank details and where applicable, evidence that any other conditions of funding requested by us have been met.

25. Am I required to submit an Independent Audit report for my project?

If your project budget is greater than \$500,000 you will need to provide an Independent Audit at the end of the project period.

If this applies to your project you should include expected Independent Audit costs (up to a maximum of 1 per cent of total eligible project expenditure) in your final financial year budget.

Further information

26. Need more information?

For more information, visit business.gov.au or call 13 28 46.

We may update this document from time to time to add further information, where required.