

NSW Heritage Grants

Community Heritage Projects
2018-19 Guidelines



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1 Introduction

- 1.1 The NSW Government is committed to ensuring that our heritage is valued, protected, and enjoyed.
- 1.2 The NSW Heritage Grants have been provided to help communities to know, value and care for their heritage. The four streams of NSW Heritage Grants are the:
 - 1.2.1 Aboriginal Heritage Places Program
 - 1.2.2 Community Heritage Grants Program
 - 1.2.3 State Heritage Places Program
 - 1.2.4 Local Heritage Places.
- 1.3 These Guidelines are for the Community Heritage Grants sub-stream of the Community Heritage Grants Program.
- 1.4 Key elements within this stream have been approved by the NSW Minister for Heritage.
- 1.5 These Guidelines have been approved by the Director, Strategy, Heritage Division, Office of Environment and Heritage (OEH) taking into account the elements approved by the Minister. These Guidelines may be reviewed over time with any amendments approved by the Director, Strategy or nominee.
- 1.6 NSW Heritage Grants are administered by the Heritage Grants Team, Heritage Division, within OEH.

2 Program purpose

- 2.1 To deliver engaging projects that support community groups to promote, protect and celebrate heritage in NSW.

3 Funding

- 3.1 Grant funding between \$25,000 and \$50,000 (ex GST) per project is available.
- 3.2 No matching funding is required from a successful grant recipient.
- 3.3 Funding is allocated competitively at funding rounds and a ranking system will be applied to prioritise applications as outlined at Clause 6 of these Guidelines.

4 Project timing

- 4.1 These Guidelines apply to projects to be implemented during the 2018-19 financial year.

5 Eligibility criteria

5.1 Applicant eligibility criteria

- 5.1.1 To be eligible for assistance applicants must be:
- a) an individual, organisation, community group, trustee, business, NSW Local Council, or
 - b) a State Government Agency where heritage is not:
 - its core business or
 - part of its development obligations and
- 5.1.2 To be eligible for assistance the applicant must be assessed by OEH as having the capacity and commitment to undertake and complete the project*

(*In assessing applications OEH may take into account outcomes from any previous projects, the quality of the application, reasonableness of costs and degree of support from heritage specialists to undertake the project)

5.2 Project eligibility

- 5.2.1 To be eligible the project must meet all the following objectives:
- a) be a community heritage project
 - b) engage with and deliver community benefit and heritage outcomes across the state or region
 - c) be for new heritage services or products, not the repetition or duplication of an existing service or product
 - d) have a minimum project value of \$25,000 (ex GST)
 - e) must be implemented in the 2018-19 financial year and be able to be completed by 1 May 2019 (unless otherwise agreed by OEH) with only planning and minor activity allowed prior to applying for funding.

5.3 Excluded projects

- 5.3.1 The following will not be funded and are considered ineligible/excluded project types:
- a) funding ongoing employee positions or in-house project management by salaried officers as either voluntary or cash contributions
 - b) a project being completed as part of a university degree or to obtain qualifications at other educational facilities
 - c) construction of new buildings
 - d) purchase of or relocation of heritage items
 - e) commemorative monuments
 - f) works or headstones
 - g) purchase of equipment
 - h) routine maintenance such as lawn mowing, gutter cleaning and carpet cleaning.
- 5.3.2 Projects related exclusively to either research, celebrations, publications, CD's DVD's, applications or similar are generally not eligible.

(Note: In exceptional circumstances, OEH reserves the right to recommend funding for projects that may not fully meet the program selection criteria or transfer your application to another funding program if deemed appropriate)

6 Strategic priorities for funding

- 6.1 As Funding Rounds are competitive, where required, eligible applications will be assessed against the following criteria in order to rank applications:
- 6.1.1 Heritage engagement outcome – the extent and range of community engagement with heritage (with preference to those with higher levels and a broader demographic range)
 - 6.1.2 Educational and/or skills outcome – demonstration of increased heritage based skills and knowledge within the community (with preference to those with higher levels)
 - 6.1.3 Heritage outcomes -the sustainable long-term heritage benefits provided by the project (with preference to those with longer term benefit)
 - 6.1.4 Association with State significant heritage - the association with NSW State Register listed items – (with preference to those with higher association/links)
 - 6.1.5 Best Practice – demonstration of best practice in relation to NSW heritage and community engagement (with preference to better and more innovative practices)
 - 6.1.6 Public benefit – the extent of public outreach, benefit and enjoyment of NSW heritage (with preference to those with greater benefit)
 - 6.1.7 Volunteer involvement – demonstration of volunteer based or operated heritage project/program (with preference to those with higher volunteer involvement)
 - 6.1.8 Other – any other relevant consideration that emerges following receipt of applications.
- 6.2 Depending upon the demand for funding, and as the grants are competitive, not all eligible applications will receive a grant.

7 Relationship to funding under other Heritage Grants

- 7.1 An applicant may apply for more than one grant under the NSW Heritage Grant Program (including the Heritage Near Me Grants Program). However, the applicant will not be eligible to receive funding from more than one funding stream within these Programs for the one project/works/service.

8 How to apply and processing applications

8.1 Applying for funding

- 8.1.1 Heritage Division, OEH will advertise Funding Rounds on the OEH website and in major metropolitan and regional papers.
- 8.1.2 Applications and project management documents are submitted through the [SmartyGrants](#) online grants management system. Click on the 'Submit Your Application' button on the OEH website to go to SmartyGrants.
- 8.1.4 Complete and submit the relevant application form on [SmartyGrants](#) by the closing date for applications.
- 8.1.5 Once the application has been successfully submitted you will receive an email acknowledging receipt of your application.

8.2 Assessment steps

- 8.2.1 Your application will undergo a preliminary assessment by the Heritage Grants team and you may be contacted for additional information if it is required.
- 8.2.2 The Heritage Grants team may also seek the advice of other OEH staff and/or any other third party in considering your application.
- 8.2.3 The Heritage Council (or its delegate) will review your application and associated assessments and provide a recommendation to the NSW Minister for Heritage or her delegate.
- 8.2.4 The NSW Minister for Heritage or her delegate will determine applications and the level of funding approved.

8.3 Assessment considerations

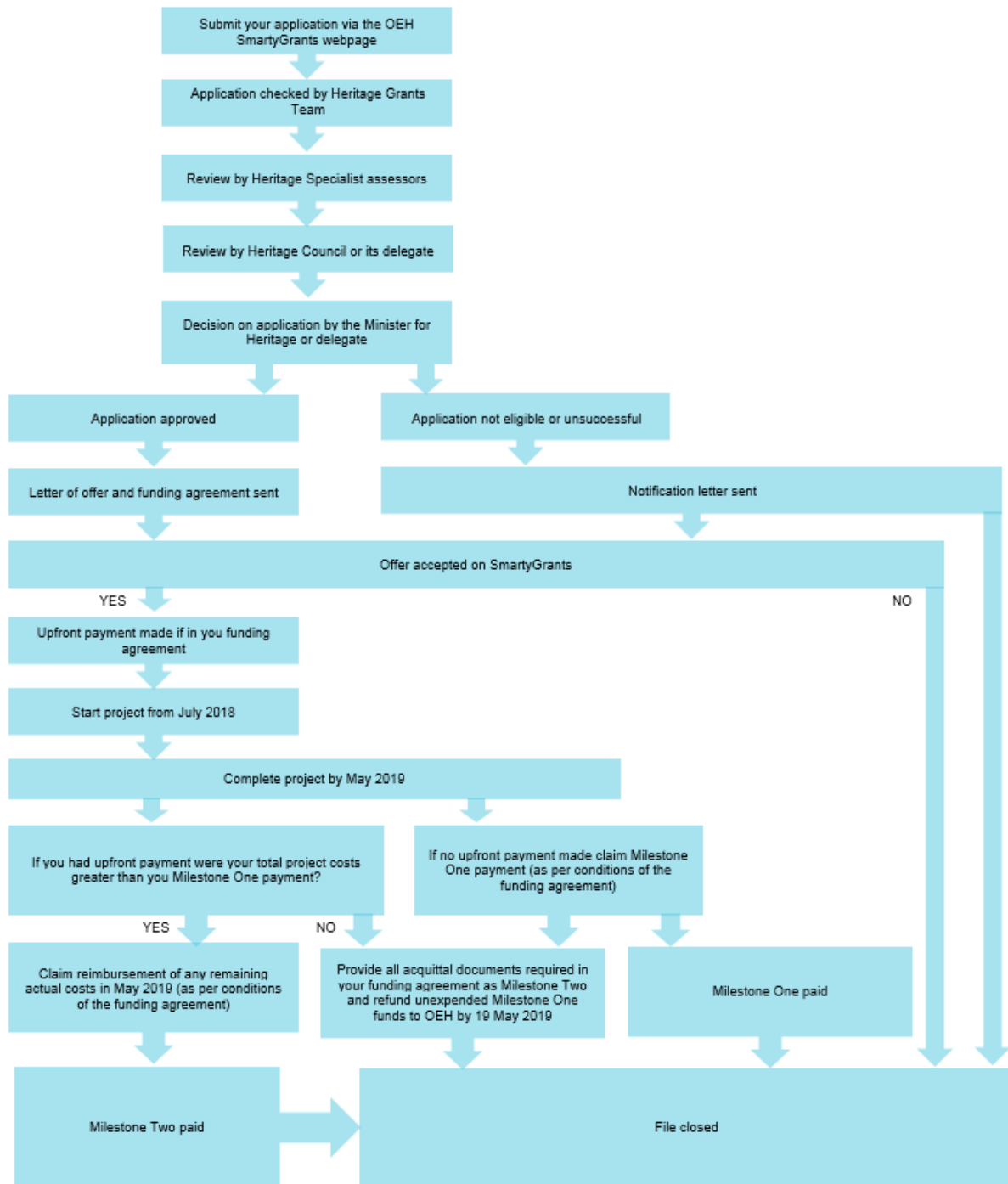
- 8.3.1 In considering your application consideration will be given to:
 - a) your eligibility for assistance, including your ability to deliver the project
 - b) the proposal's eligibility
 - c) the availability of funding under the Program
 - d) the degree to which the application meets the strategic priorities for funding
 - e) the quality of the proposal
 - f) consistency with these guidelines and
 - g) other relevant considerations.

8.4 Following assessment

- 8.4.1 OEH will notify you in writing of the decision on your application as soon as possible.

- 8.4.2 Successful applicants will be required to accept the grant and sign a funding agreement. This specifies the terms and conditions for grant payments.
- 8.4.3 OEH will review your acceptance, determine whether any conditions of approval have been met and advise you when you can commence your project.
- 8.4.4 Generally grant milestone payments will be made at the end of the project.
- 8.4.5 Consideration will be given to a 50% upfront payment where a contract has been signed to engage a contractor to conduct the project.
 - a) If an upfront payment has been made the remaining funds will be paid at the end of the project upon receipt of a final report and documents confirming actual expenditure incurred on the project.
 - b) Where the first milestone has not been fully expended on the project, the applicant will be required to refund OEH the unexpended amount.
- 8.4.6 Applicants must gain the appropriate approvals under the *Heritage Act 1977* where relevant. Grant recipients should also ensure that they comply with any Local Council planning and building requirements and any other legislation.
- 8.4.7 The names of successful applicants, project details and amount of assistance approved will be made public.

8.5 Process Flow Chart*



*This chart is a summary only, please see clause 8.1 to 8.4 for more information.

9 Appeals

- 9.1 There will be no appeals process. The decision on applications is final.

10 Where to get more information

- 10.1 For further information on grants please contact the Heritage Grants team on 9873 8577, email heritage.grants@environment.nsw.gov.au or visit the OEH website at www.environment.nsw.gov.au/Heritage/funding/