



NSW Heritage Grants

Emergency Works
2017-18 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 for Emergency Works Projects fall within the State Heritage Places 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 avert immediate risk of further damage caused by unexpected events to the heritage values of a State Heritage Register-listed item or item with a current Interim Heritage Order.

3 Funding available

- 3.1 Up to \$10,000 (ex GST) in grant funding available to successful applicants, with no matching funding required from the applicant.
- 3.2 Funding is available throughout the year. Approval of funding is conditional on sufficient Emergency Works Projects budget being available to fund successful applicants.
- 3.3 An applicant can only receive Emergency Works funding once for each unexpected or unforeseen event.

4 Project timing

- 4.1 Projects are to be completed within 6 months of a letter of offer being sent.

5 Eligibility criteria

5.1 Applicant/item eligibility criteria

- 5.1.1 To be eligible for assistance under the Emergency Works Projects sub-stream the applicant must meet **all of** the following:
- a) be an individual, organisation, community group, trustee or a NSW Local Council
 - b) be the owner (or long-term lessee where the lease is 20+ years) and manager of a State Heritage Register-listed item or item with a current Interim Heritage Order within NSW
 - c) have legal responsibility for the item's maintenance and repair
 - d) not have acquired or leased the item from a NSW government agency in the last two years
 - e) not have entered into a conservation agreement in the last two years
 - f) not previously received Emergency Works funding for the unforeseen or unexpected event
 - g) agree to obtain the appropriate approvals under the *Heritage Act 1977* before commencing works, and
 - h) be assessed by OEH as having the capacity and commitment to undertake and complete the project*
- 5.1.2 A NSW Government agency may apply for funding where it is involved as a project partner assisting the owner and manager of a heritage item noted at 5.1.1
- 5.1.3 Where a heritage item is owned by the NSW or Federal Government (Government) and Government holds responsibility for repairs and maintenance, or has held responsibility for repairs and maintenance in the last two years the application is not eligible for funding.

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

5.2 Project eligibility criteria

- 5.2.1 To be eligible under the Emergency Works Projects sub-stream a project must meet **all of** the following criteria:
- a) be a one-off urgent project within the curtilage of a State Heritage Register-listed item or item with an Interim Heritage Order
 - b) address an unexpected or unforeseen issue relating to the heritage value of the item, not an issue resulting from standard wear and tear, or that is considered routine maintenance/replacement
 - c) have a minimum project value of \$1000 (ex GST)
 - d) must be able to be completed within six months
 - e) not be covered by the applicant's/owner's insurance

- f) not have been substantially completed prior to applying for funding
- g) demonstrate a sustainable long-term heritage benefit
- h) demonstrate best practice.

5.2.2 In addition to be eligible under the Emergency Works Projects sub-stream a project must meet **two or more** of the following:

- a) urgently needed to avert an immediate risk of further damage to the heritage values of the item
- b) in a remote or rural location (reference will be made to ARIA 2011 system administered by [Australian Population and Migration Research Centre](#) and dark blue, light blue and green shaded areas will be considered remote or rural)
- c) be from an applicant considered financially or socially disadvantage (such as a private owner on a pension or a community organisation relying on fund raising).

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

6. Examples of eligible projects

6.1 Projects that may be considered eligible include:

- 6.1.1 works that provide short term protection for the heritage item. Examples include, but are not limited to:
- propping and providing tarpaulins to protect the heritage item
 - removal of an item causing damage
 - temporary relocation of a movable heritage item.

6.2 Funding is not available for projects that involve:

- 6.2.1 routine maintenance/replacement.
- 6.2.2 the construction, relocation or purchase of new buildings, headstones or monuments
- 6.2.3 purchase of equipment
- 6.2.4 claiming for in house project management by salaried officers as either voluntary or cash contributions.

7 Relationship with other NSW Heritage Grants

- 7.1 An applicant may apply for more than one grant under the NSW Heritage Grants 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.

8 How to apply and processing applications

8.1 Applying for funding

8.1.1 Applications for Emergency Works Projects are open year round subject to available funding.

8.1.2 Applications and project management for Emergency Works Projects are submitted through the [SmartyGrants](#) online grants management system.

8.1.3 You will need to:

- Register online to use [SmartyGrants](#)
- Complete and submit the relevant application form on [SmartyGrants](#).

8.1.4 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 recommendations of the Heritage Grants Team will be referred to the Executive Director Heritage Division or Chair of the Heritage Council who will determine the application under delegation from the Minister for Heritage.

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) consistency with these guidelines, and
- e) other relevant considerations

8.4 Following assessment

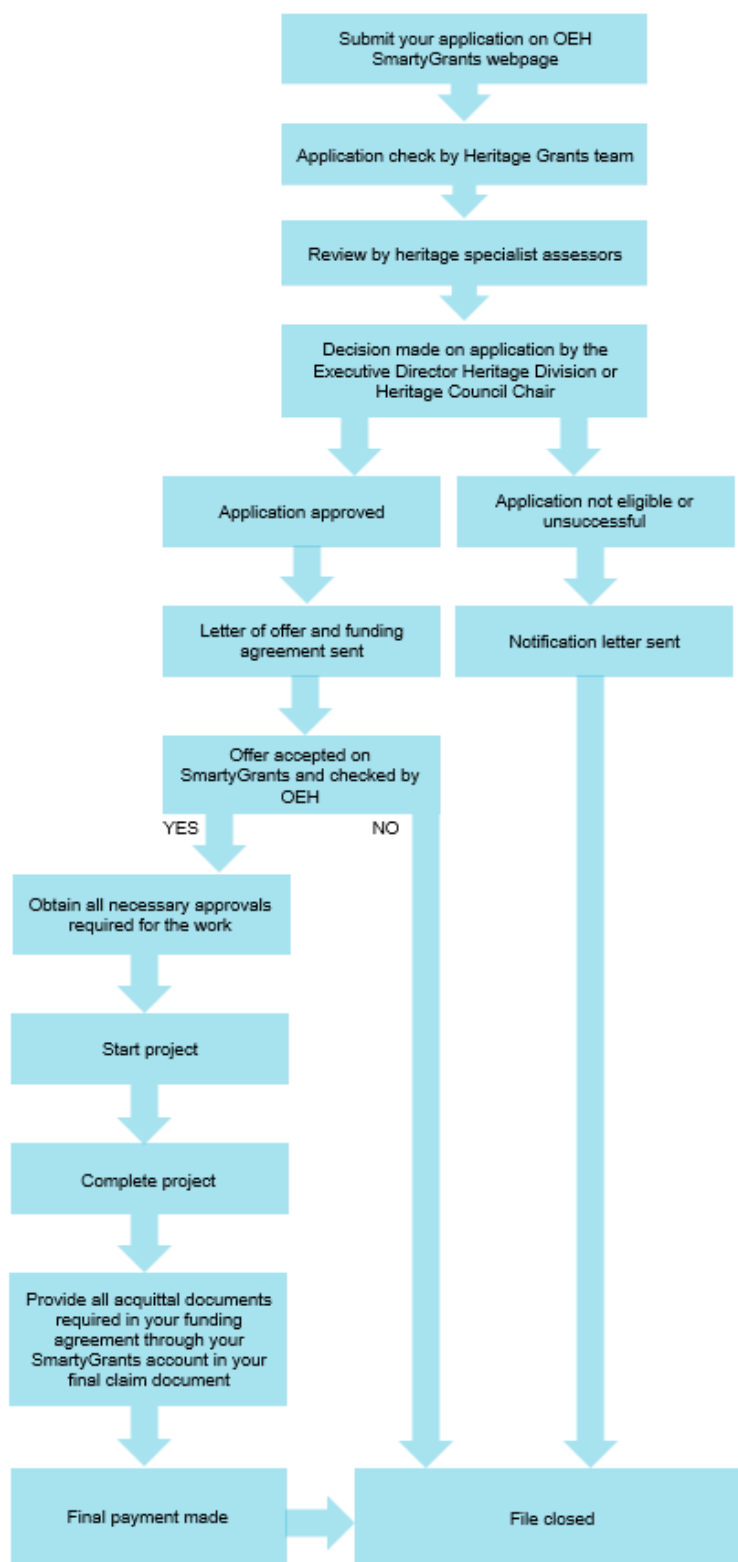
8.4.1 All applicants will be notified in writing of the Executive Director's or Chair's decision on their application as soon as possible.

8.4.2 Successful applicants will be required to sign a funding agreement. This specifies the terms and conditions for grant payments. Generally, one grant milestone payment will be made at the end of the project after review of a final report and documents confirming actual expenditure on the project. Where disadvantage has been shown, consideration will be given to a 50% up-front payment following:

- a) signing a funding agreement, and

- b) signing a contract to engage a contractor to conduct the work.
- 8.4.3 A condition of any grant milestone payments is that the appropriate approvals have been obtained under the *NSW Heritage Act 1977*. Grant recipients should also ensure that they comply with any Local Council planning and building requirements.
- 8.4.4 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 Executive Director's or Chair of the Heritage Council's decision on applications is final.

10 Where to get more information

- 10.1 For further information on grants or if you need assistance in completing an application please contact the Heritage Grants team on 9873 8577, email heritage.grants@environment.nsw.gov.au or visit the [OEH website](#).
- 10.2 For advice on any approvals needed under the NSW *Heritage Act 1977* contact an assessment officer in the Conservation Team, Heritage Division on 9873 8500 or email HERITAGEmailbox@environment.nsw.gov.au.