



Office of
Environment
& Heritage

Heritage Council
of New South Wales



NSW Heritage Grants



2016/2017

Community, Youth & Seniors
Heritage Program

GUIDELINES

NSW HERITAGE GRANTS

**2016/2017
COMMUNITY YOUTH & SENIORS HERITAGE GRANTS
GUIDELINES**

1	Introduction.....	3
2	Program purpose	3
3	Funding	3
4	Project timing.....	4
5	Eligibility criteria.....	4
5.1	Applicant eligibility criteria.....	4
5.2	Project eligibility	4
5.3	Excluded projects.....	4
6	Strategic priorities for funding	5
7	Relationship to funding under other Heritage Grants	5
8	How to apply/ Processing applications.....	6
8.1	Applying for funding.	6
8.2	Assessment steps.....	6
8.3	Assessment considerations	6
8.4	Following assessment.....	6
9	Appeals	9
10	Where to get more information	9

2016/2017 Community Youth and Seniors Heritage Grants

GUIDELINES

November 2015

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 Youth and Seniors 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 Senior Manager, Policy and 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 Senior Manager, Policy and 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 build skills, confidence and connections within the community with respect to NSW heritage, with a focus on the youth and seniors sectors.

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 2016/2017 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 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 a project must:

- a) be a community heritage project
- b) engage with and deliver community benefit across the state or region
- c) have a minimum project value of \$25,000 (ex GST)
- d) must be implemented in the 2016/2017 financial year and be able to be completed by 1 May 2017 (unless otherwise agreed by OEH) with only planning and minor activity allowed prior to applying for funding, and
- e) be for new heritage services or products rather than a duplicate or repeat of existing services or products.

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 heritage items
- e) relocation of heritage items
- f) commemorative monuments

- g) works or headstones
- h) purchase of equipment
- i) 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 to in order to rank the applications:
- 6.1.1 Target audience -the extent of involvement by youth under 25 or seniors over 65 years (with preference given to those with higher involvement by these groups)
 - 6.1.2 Educational/engagement outcome - the level of community engagement, education and skills training generated by the project (with preference given to those with higher levels)
 - 6.1.3 The level of heritage advocacy and outreach (with preference to those with higher outreach)
 - 6.1.4 The extent of volunteers based or operated heritage program (with preference to those with higher volunteer involvement)
 - 6.1.5 The heritage outcome -the sustainable long-term heritage benefits provided by the project (with preference to those with longer term benefit)
 - 6.1.6 Exposure for NSW state heritage- the level of exposure and benefit to state significant heritage (with preference to those providing higher levels)
 - 6.1.7 Innovation -the degree of innovation and use of best practice (with preference to the more innovative)
 - 6.1.8 Public benefit - the extent of public benefit and enjoyment and community leadership (with preference to those with greater benefit).
- 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/ Processing applications

8.1 Applying for funding.

- 8.1.1 Heritage Division, OEH will advertise Funding Rounds on the [OEH website](#) and in major regional papers.
- 8.1.2 Applications and project management documents are submitted through the [SmartyGrants](#) online grants management system
- 8.1.3 You will need to register online to use [Smartgrants](#).
- 8.1.4 Complete 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.
- 8.2.4 The NSW Minister for Heritage 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) consistency with these guidelines and
 - f) other relevant considerations

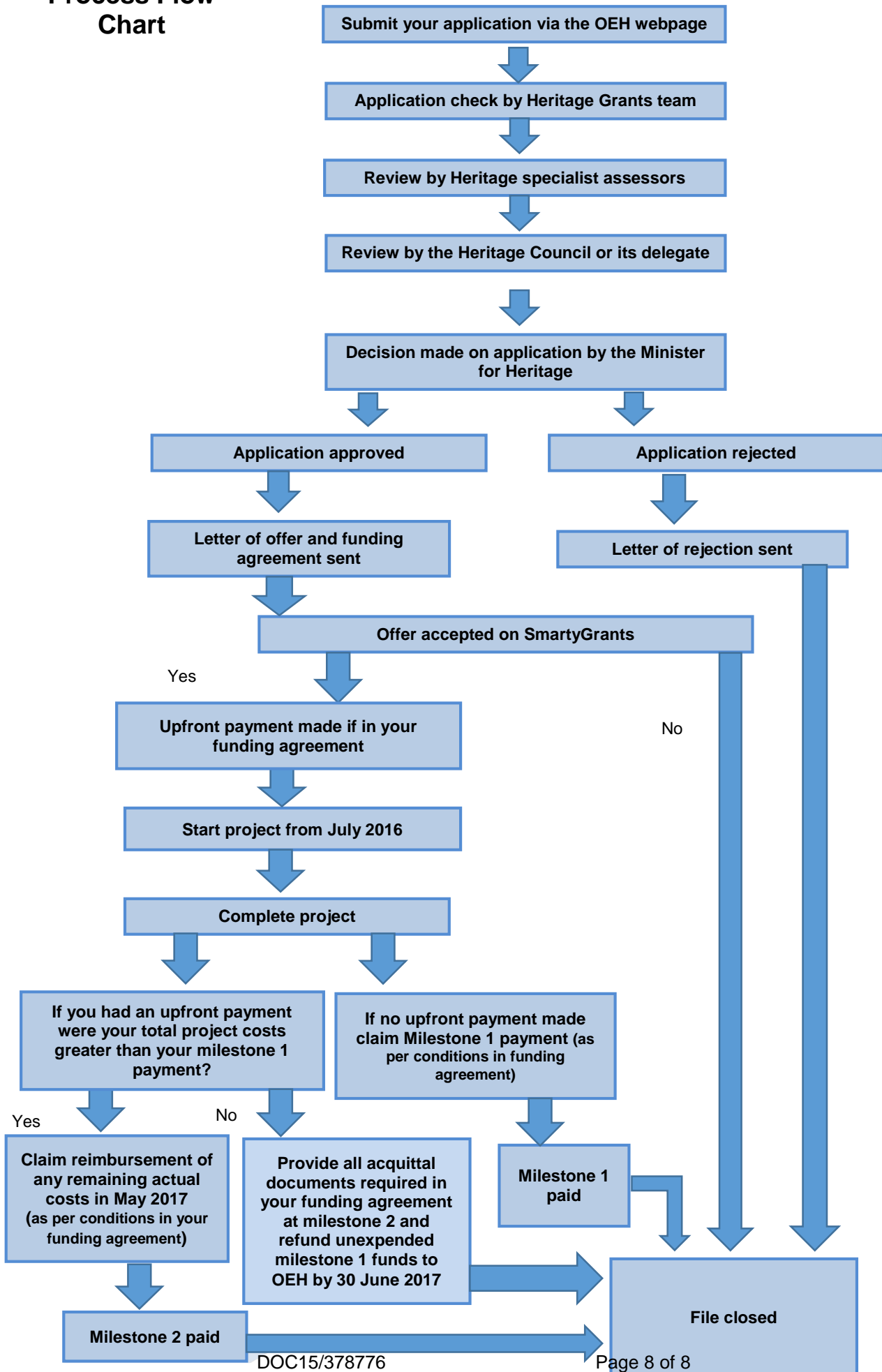
8.4 Following assessment

- 8.4.1 OEH will notify you in writing of the Minister's decision 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.
- 8.4.3 Generally one grant milestone payments will be made at the end of the project.
- 8.4.4 Consideration will be given to a 50% upfront payment where a contract has been signed to engage a contractor to conduct the project.

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. Where the first milestone has not been fully expended on the project, the applicant will be required to refund OEH the unexpended amount.

- 8.4.5 A condition of any grant milestone payments is that the appropriate approvals have been obtained under the *Heritage Act 1977*. Grant recipients should also ensure that they comply with any Local Council planning and building requirements and any other legislation.
- 8.4.6 The names of successful applicants, project details and amount of assistance approved will be made public.

Process Flow Chart



9 Appeals

9.1 There will be no appeals process. The Minister's 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