



# NSW Heritage Grants

Local Government Heritage Planning Studies  
2018-19 Guidelines



© 2017 State of NSW and Office of Environment and Heritage

With the exception of photographs, the State of NSW and Office of Environment and Heritage are pleased to allow this material to be reproduced in whole or in part for educational and non-commercial use, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of photographs.

The Office of Environment and Heritage (OEH) has compiled this report in good faith, exercising all due care and attention. No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. OEH shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of this publication. Readers should seek appropriate advice when applying the information to their specific needs.

All content in this publication is owned by OEH and is protected by Crown Copyright, unless credited otherwise. It is licensed under the [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#), subject to the exemptions contained in the licence. The legal code for the licence is available at [Creative Commons](#).

OEH asserts the right to be attributed as author of the original material in the following manner: © State of New South Wales and Office of Environment and Heritage 2017.

Published by:

Office of Environment and Heritage  
59 Goulburn Street, Sydney NSW 2000  
PO Box A290, Sydney South NSW 1232  
Phone: +61 2 9873 5000 (Heritage Division Reception)  
TTY users: phone 133 677, then ask for 131 555  
Speak and listen users: phone 1300 555 727, then ask for 131 555  
Email: [heritage@environment.nsw.gov.au](mailto:heritage@environment.nsw.gov.au)  
Website: <http://www.environment.nsw.gov.au/Heritage/funding/>

Environment (and Heritage) Line: 131 555 (NSW only)

Cover image: John Spencer for OEH, Bald Hill Lookout, Hill End, 2013.

ISSN 2204-0978  
OEH 2017/0567  
October 2017

## Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Program purpose</b>	<b>3</b>
<b>3</b>	<b>Funding available</b>	<b>3</b>
<b>4</b>	<b>Project timing</b>	<b>4</b>
<b>5</b>	<b>Eligibility criteria</b>	<b>4</b>
	5.1 Applicant eligibility criteria	4
	5.2 Project eligibility criteria	4
<b>6</b>	<b>Strategic priorities for funding</b>	<b>4</b>
<b>7</b>	<b>Relationship to funding under other Heritage Grants</b>	<b>5</b>
<b>8</b>	<b>How to apply and processing applications</b>	<b>5</b>
	8.1 Applying for funding	5
	8.2 Assessment steps	5
	8.3 Assessment considerations	6
	8.4 Following assessment	6
	8.5 Process Flow Chart*	7
<b>9</b>	<b>Appeals</b>	<b>8</b>
<b>10</b>	<b>Where to get more information</b>	<b>8</b>

## 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
  - 1.2.2 Community Heritage Grants
  - 1.2.3 State Heritage
  - 1.2.4 Local Heritage Places.
- 1.3 These Local Government Heritage Planning Studies Guidelines fall within the Local Heritage Places stream.
- 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 improve the quality and increase the coverage of heritage studies within a Local Government Area (LGA) or group of LGAs.

## 3 Funding available

- 3.1 Funding up to \$40,000 (ex GST) per project is available (with no matching funding required) for LGA-wide:
  - 3.1.1 community based heritage planning studies
  - 3.1.2 Aboriginal heritage studies and
  - 3.1.3 landscape heritage studies.
- 3.2 Funding up to \$25,000 (ex GST) per project is available (with matching funding required e.g. \$1 for \$1) for LGA-wide:
  - 3.2.1 archaeological management plans and
  - 3.2.2 landscape management plans
- 3.3 Funding up to \$10,000 (ex GST) per project is available (with matching funding required e.g. \$1 for \$1) for:
  - 3.3.1 heritage study reviews
  - 3.3.2 heritage development control plan studies
  - 3.3.3 heritage signage strategy and

3.3.4 heritage main street studies.

3.4 Funding is allocated competitively at funding rounds and a ranking system will be applied to applications to prioritise applications as outlined at Clause 6 of these Guidelines.

## 4 Project timing

4.1 These Guidelines apply to projects to be implemented over one financial year (2018-19).

## 5 Eligibility criteria

### 5.1 Applicant eligibility criteria

5.1.1 To be eligible the applicant must be:

- a NSW Local Council (local government entity/authority)
- a group of NSW Local Councils or
- an Agency acting upon behalf of an unincorporated area.

### 5.2 Project eligibility criteria

5.2.1 To be eligible the project must be for the development or review of one of the following documents used to inform Local Environmental Plans (LEP):

- a) LGA wide community based heritage planning study
- b) LGA wide Aboriginal heritage study
- c) LGA wide landscape heritage study
- d) LGA wide archaeological management plan
- e) LGA wide landscape management plan
- f) heritage study review
- g) heritage development control plan study
- h) heritage signage strategy or
- i) heritage main street study.

(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 Strategic priorities for funding

6.1 Funding is limited and competitive funding rounds will be held. If the funding round is oversubscribed applications will be prioritised and ranked. Not all eligible applications will receive a grant offer.

6.2 Priority will be given to:

6.2.1 LGAs without heritage studies

6.2.2 updating existing heritage studies completed before 2007

6.2.3 Councils amalgamated during or since May 2016 where one or more of the former councils did not have the relevant study

- 6.2.4 Aboriginal Cultural Heritage planning studies
- 6.3 If applications are to be further ranked eligible applications will be assessed against the following criteria:
- 6.3.1 whether the grant is for development of a new or revised document (with preference to new documents)
  - 6.3.2 the level of funding accepted under this sub-stream by the applicant since November 2011 (with preference to new applicants and those having received less funding)
  - 6.3.3 the heritage impact of the document being produced including the reach of the impact (with preference to those with higher heritage impact on the LGA and reach)
  - 6.3.4 the location of the applicant (with preference to applicants from more remote areas)
  - 6.3.5 the socio-economic disadvantage of an area as assessed by the Australian Bureau of Statistics, Local Government Area data (with preference to those with higher disadvantage)
  - 6.3.6 any other relevant consideration that emerges following receipt of applications.

## 7 Relationship to funding under other Heritage Grants

- 7.1 An applicant may apply for more than one grant under OEH's NSW Heritage Grant Program and 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 Heritage Division, OEH will advertise funding rounds on the OEH website, in newspapers and will directly contact all Local Councils with information.
- 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](#).
- 8.1.3 Complete and submit the relevant application form on [SmartyGrants](#) by the closing date.
- 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 Applications will be scored against the strategic priorities and ranked if the funding round is oversubscribed.

- 8.2.3 All applications will be reviewed by OEH heritage specialists and the NSW Heritage Council or its delegate.
- 8.2.4 The Executive Director, Heritage Division or the Chair of the NSW Heritage Council under delegation from the NSW Minister for Heritage will determine applications and the level of funding approved.

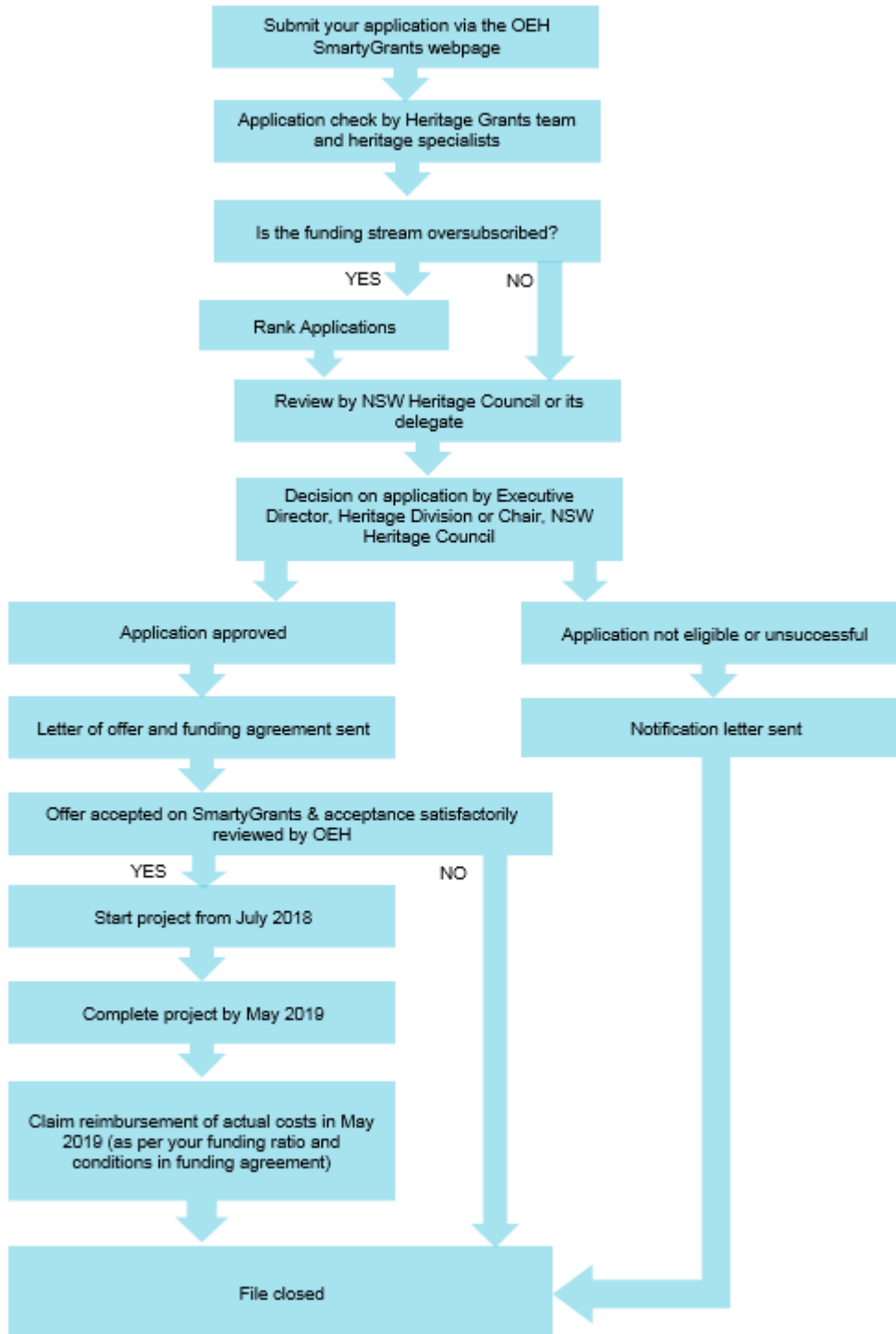
### 8.3 Assessment considerations

- 8.3.1 In considering your application consideration will be given to:
  - a) your eligibility for assistance
  - 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 We will advise 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 of the grant and any condition and advise you when you can commence your project.
- 8.4.4 You commence the project using [best practice guidelines](#).
- 8.4.5 The names of successful applicants, project details and amount of assistance approved will be made public.
- 8.4.6 A single milestone payment will be made on completion of the document based on actual expenditure incurred on the project and taking into account your funding formula. This milestone is due in May 2019 (or earlier if the project is completed before then).
- 8.4.7 A key requirement of the final acquittal will be satisfactory review by OEH of the document produced and of associated invoices.
- 8.4.8 The document may be made public by OEH.

### 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](mailto:heritage.grants@environment.nsw.gov.au) or visit the OEH website at [www.environment.nsw.gov.au/Heritage/funding/](http://www.environment.nsw.gov.au/Heritage/funding/)