



Office of  
Environment  
& Heritage

Heritage Council



of New South Wales

# NSW Heritage Grants

Community Heritage – Peak Organisations  
2017-18 to 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
  - 1.2.2 Community Heritage Grants
  - 1.2.3 State Heritage
  - 1.2.4 Local Heritage Places.
- 1.3 These Community Heritage – Peak Organisations Guidelines fall within the Community Heritage Grants 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 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 Local Heritage Places Grants are administered by the Heritage Grants Team, Heritage Division, within OEH.

## **2 Program purpose**

- 2.1 To facilitate the delivery of programs that support the promotion, protection and celebration of heritage in NSW.

## **3 Funding Available**

- 3.1 Up to \$150,000 (ex GST) grant funding is available to successful applicants for use over two financial years.
- 3.2 A funding contribution is not required from the successful applicant.
- 3.3 Funding is allocated competitively at funding rounds and applications will be ranked against the strategic priorities outlined at clause 6.
- 3.4 50% of funding approved must be claimed in each financial year.

## **4 Project Timing**

- 4.1 Projects are to be implemented over two years (during 2017-18 and 2018-19).

## **5 Eligibility Criteria**

### **5.1 Who can apply?**

Applicant eligibility criteria

To be eligible:

- 5.1.1 an applicant must have an ABN and
- 5.1.2 be assessed by OEH as a recognised peak community group, association or organisation including from the not for profit sector (excludes state or federal Government bodies)
- 5.1.3 be assessed as having capacity and commitment to undertake and complete the project.

## **5.2 What is eligible?**

### **5.2.1 Project eligibility criteria**

**To be eligible projects must:**

- a) involve heritage advocacy, promotion and outreach services or for a project that builds heritage capacity in the community
- b) engage with and deliver community heritage benefit across NSW or a region in NSW

### **5.2.2 Excluded Projects**

The following will not be funded and are considered ineligible/excluded projects

- a) Previously completed projects
- b) Ongoing funded employee positions
- c) Research
- d) Celebrations
- e) Publications, CDs, DVDs or similar
- f) University degree projects
- g) New buildings or construction
- h) Purchase of heritage buildings or items
- i) Relocation of buildings or work to relocate buildings
- j) New commemorative monuments, works or headstones
- k) Purchase of equipment
- l) In-house project management by salaried officers as either voluntary or cash contributions
- m) Routine maintenance, such as lawn mowing, gutter cleaning, carpet cleaning, etc.
- n) Projects where adequate funding is available from the applicant or other sources, including insurance payout

### **5.2.3 Examples of projects**

Projects that are generally considered eligible include (but are not limited to):

- a) Heritage training projects (including webinars)
- b) Heritage promotion through awards
- c) Heritage advisory services
- d) Small heritage grants programs

- e) Projects supporting identification of heritage for potential State Heritage Register listing
- f) Large scale heritage awareness programs

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, applications will be assessed against the following criteria to rank applications:
  - 6.1.1 involvement of heritage education, promotion or skills based training in the project (with preference given to projects with greater extent of education, promotion and skills based training)
  - 6.1.2 level of volunteer involvement (with preference given to those with higher volunteer involvement)
  - 6.1.3 the sustainable long term heritage benefits (with preference to those with longer term heritage outcomes/benefits)
  - 6.1.4 the degree of public benefit and enjoyment (with preference to those with higher benefit and enjoyment)
  - 6.1.5 the degree of innovation and use of best practice (with preference to the more innovative and better practice)
  - 6.1.6 cost effectiveness (with preference to the more cost effective)
  - 6.1.7 the reach of the project (with preference to projects covering a wider area or audience) and
  - 6.1.7 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/service.

## 8 How to apply/processing applications

### 8.1 Applying for funding

- 8.1.1 The 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](#).

- 8.1.3 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 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 any 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.

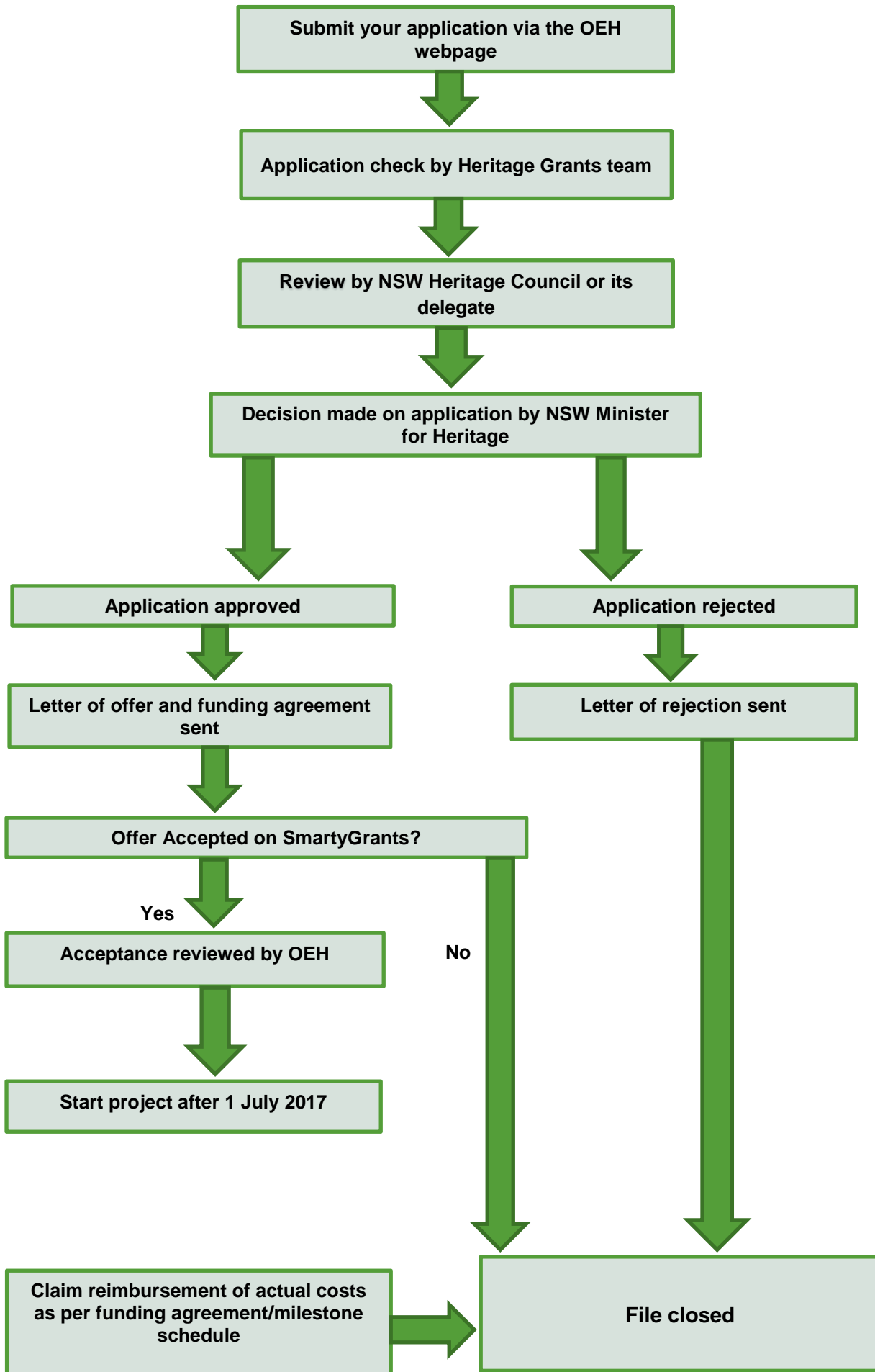
## **8.3 Assessment considerations**

- 8.3.1 In assessing 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 degree to which the application meets the strategic priorities for funding
  - d) the availability of funding under the Program
  - 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 Minister's decision on your 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.
- 8.4.3 The names of successful applicants, project details and amount of assistance approved will be made public.
- 8.4.4 Up to four grant milestone payments will be made over two years with a final payment by May-June 2019. Fifty percent of the grant can be claimed in each financial year. Payments will generally be paid as a reimbursement of costs. Payments will be based on actual expenditure incurred on the project, and will take into account any previous payments and adherence to all acquittal requirements.

### 8.5 Process Flow Chart



Yes



## **9 Appeals**

- 9.1 There will be no appeals process. The Minister for Heritage's decision on applications is final.

## **10 Further information**

- 10.1 For further information on grants please contact the Heritage Grants team on 9873 8577 or go to <http://www.environment.nsw.gov.au/Heritage/funding/>
- 10.2 A range of guidelines and templates to guide Local Government in managing a heritage grants program is at <http://www.environment.nsw.gov.au/Heritage/funding/managelocgov.htm>