

NSW Heritage Grants

Heritage Reports

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:
 - 1.2.1 Aboriginal Heritage
 - 1.2.2 Community Heritage Grants
 - 1.2.3 State Heritage
 - 1.2.4 Local Heritage Places.
- 1.3 Heritage Report grants fall within the State Heritage stream.
- 1.4 Key elements of 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 Heritage Reports grants are administered by the Heritage Grants Team, Heritage Division, OEH.

2 Program purpose

- 2.1 To enhance the quality and coverage of conservation documents and management reports for items listed on the State Heritage Register.

3 Funding Available

- 3.1 Up to \$10,000 (ex GST) grant funding is available to successful applicants for use over one financial year.
- 3.2 No matching funding contribution is 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.

4 Project Timing

- 4.1 Projects must be implemented in one year (during 2017-18).

5 Eligibility Criteria

Applying for funding

- 5.1.1 To be eligible an applicant must:
 - a) be the owner of the State Heritage Register-listed item involved in the project or

- b) be acting on behalf of, and have the support of, the owner of the State Heritage Register-listed item involved in the project

and

- 5.1.2 To be eligible an applicant must be assessed as having capacity and commitment to undertake and complete the project.

*(*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 What is eligible?

Project eligibility criteria

To be eligible a project must:

- 5.2.1 involve a NSW heritage item listed on the State Heritage Register that:
 - a) is not state or federal government owned and
 - b) has not been acquired or leased from a state government agency in the last two years and
 - c) is not subject to a conservation agreement signed in the last two years
- 5.2.2 have a minimum project value of \$10,000 excluding GST
- 5.2.3 not have been substantially commenced prior to applying for funding and
- 5.2.4 be for one of the following:
 - a) Conservation Management Plans
 - b) Economic feasibility studies
 - c) Cost-benefit analyses
 - d) Conservation Management Strategies
 - e) Maintenance plans
 - f) Collections Management Plans
 - g) Condition surveys
 - h) Archaeological assessment reports
 - i) Heritage Impact Statements
 - j) Disaster management plans
 - k) Landscape management plans
 - l) Interpretation plans
 - m) Cultural tourism plans
 - n) Other heritage management reports
- 5.2.5 not include on-going employee position to manage the project.

5.2.2 Examples of projects

You need to prepare a Conservation Management Plan for a State Heritage Register-listed item costing \$18,000 to develop a strategy for its long-term use and help guide some urgent maintenance works to the building. You apply for a grant of \$10,000 to help with your project.

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 Funding is limited and applications are accepted at competitive funding rounds. If the funding round is oversubscribed, applications will be ranked and not all eligible applications will receive a grant offer.
- 6.2 Applications will be assessed against the following criteria if the funding round is oversubscribed:
 - 6.2.1 length of time on the State Heritage Register (with preference given to heritage items recently added to the Register)
 - 6.2.2 level of risk to the item, in particular from natural disasters (with preference given to those at higher risk)
 - 6.2.3 the sustainable long term heritage benefits (with preference to those with longer term and more significant benefit)
 - 6.2.5 cost effectiveness (with preference to the more cost effective)
 - 6.2.6 extent of support from heritage specialists (with preference to those utilising a heritage specialist) and
 - 6.2.7 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

8.1 Applying for funding

- 8.1.1 The Heritage Division (OEH) will advertise funding rounds on the OEH [website](#), [in major metropolitan and regional papers](#) and will directly contact owners of State Heritage Register listed items with information where possible.
- 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 associated assessments and provide a recommendation to the NSW Minister for Heritage.
- 8.2.4 The NSW Minister for Heritage will determine the eligibility of applications and the level of any funding approved.

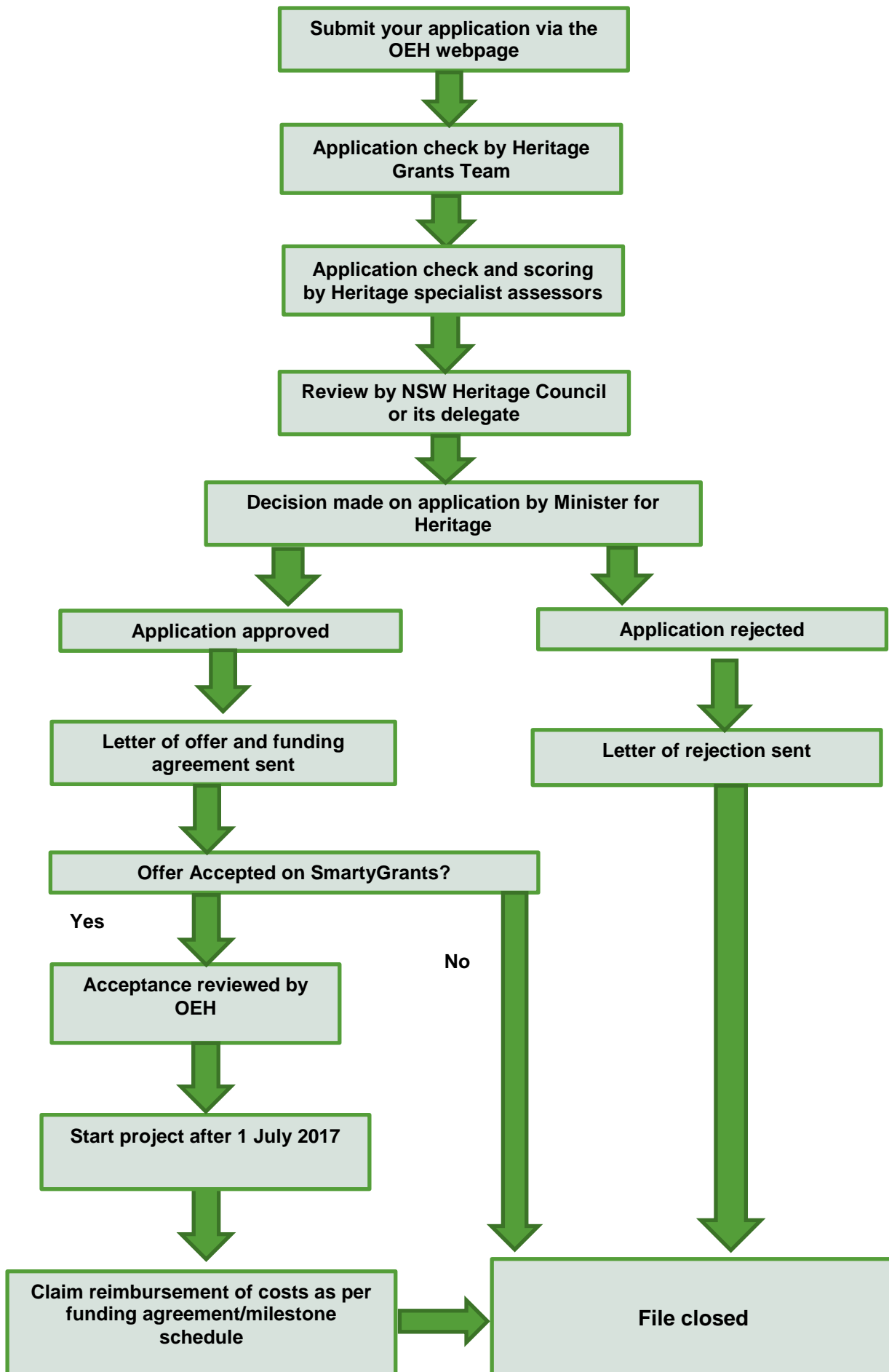
8.3 Assessment considerations

- 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 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 advise you in writing of the decision on your application as soon as possible.
- 8.4.2 Successful applicants will be required to agree to 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 Generally one grant milestone payment will be made at the end of the project as a reimbursement of actual expenditure incurred up to the grant amount.

8.5 Process Flow Chart



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 For further information on preparing a Conservation Management Plan go to the [OEH website](#)