



Office of
Environment
& Heritage

Heritage Council



of New South Wales

NSW Heritage Grants

Closed Local Government Heritage Advisors
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 are designed to provide communities with assistance 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 NSW Local Government Heritage Advisor 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 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 improve professional heritage advice through Local Councils.

3 Funding available

- 3.1 Up to \$10,000 (ex GST) grant funding per year is available to successful applicants.
- 3.2 Applicants will be allocated funding for both the 2017-18 and 2018-19 year at this funding round unless a council requests otherwise.
- 3.3 Successful applicants that are new to the stream (ie have not received funding in the 2011-2013 to 2016-17 funding rounds) will **not** be required to provide a matching funding contributions in 2017-18 or 2018-19. This will also apply where a council has amalgamated since April 2016 and one or more of the former councils has not received funding during that period.
- 3.4 Other successful applicants are required to provide a matching funding contribution (ie \$1:\$1 OEH: council funding).
- 3.5 Funding is limited and applicants will be assessed against the following criteria:
 - 3.5.1 the level of Local Government Heritage Advisor funding accepted since November 2011 (with preference to new applicants and those that have received less funding)

- 3.5.2 the number of items, areas and sites listed under *Schedule 5 Environmental Heritage* of an applicant's Local Environmental Plan, (with preference to those with a larger number of items)
 - 3.5.3 the location of the applicant (with preference to applicants from more remote area) using http://www.spatialonline.com.au/ARIA_2011/default.aspx as a reference
 - 3.5.4 the socio-economic level of the LGA (with preference to those with a higher disadvantage) using the Australian Bureau of Statistics, Local Government Area Indexes as a reference.
- 3.6 Funding will be notionally allocated to applicants according to those assessments and with reference to the available funding. Consideration will also be given to ensuring a broader/less concentrated geographic distribution of funding across the state.

4 Project timing

- 4.1 These Guidelines apply to Heritage Advisor Services to be provided during the 2017-18 and 2018-19 financial years.

5 Eligibility criteria

- 5.1 To be eligible the following must be met:

5.1.1 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

and

5.1.2 the project must be to provide Heritage Advisor services in the 2017-18 and/or 2018-19 financial year(s).

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 Relationship to funding under other Heritage Grants

- 6.1 An applicant may apply for more than one grant under the 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.

7 How to apply/ Processing applications

7.1 Applying for funding

- 7.1.1 The Heritage Division, OEH will advertise funding rounds on the OEH [website](#) and will directly contact all Local Councils with information.
- 7.1.2 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.
- 7.1.3 Complete and submit the relevant application form by the closing date.
- 7.1.4 You will be given the option to apply for annual funding for either 2017-18 or both 2017-18 and 2018-19.
- 7.1.5 Once the application has been successfully submitted you will receive an email acknowledging receipt of your application.

7.2 Assessment steps

- 7.2.1 Your application will undergo a preliminary assessment by the Heritage Grants team and you may be contacted for additional information if it is required.
- 7.2.2 The Heritage Grants team may also seek the advice of other OEH staff and/or any other third party in considering your application.
- 7.2.3 Applications will be assessed against the criteria at clause 3 (in particular 3.5) to determine recommended funding levels.
- 7.2.4 The Heritage Council or its delegate will review your application and any assessments and provide a recommendation on your application.
- 7.2.5 The Executive Director, Heritage Division or the Chair of the NSW Heritage Council will, under delegation from the NSW Minister for Heritage:
 - a) determine eligibility and
 - b) the level of funding approved.

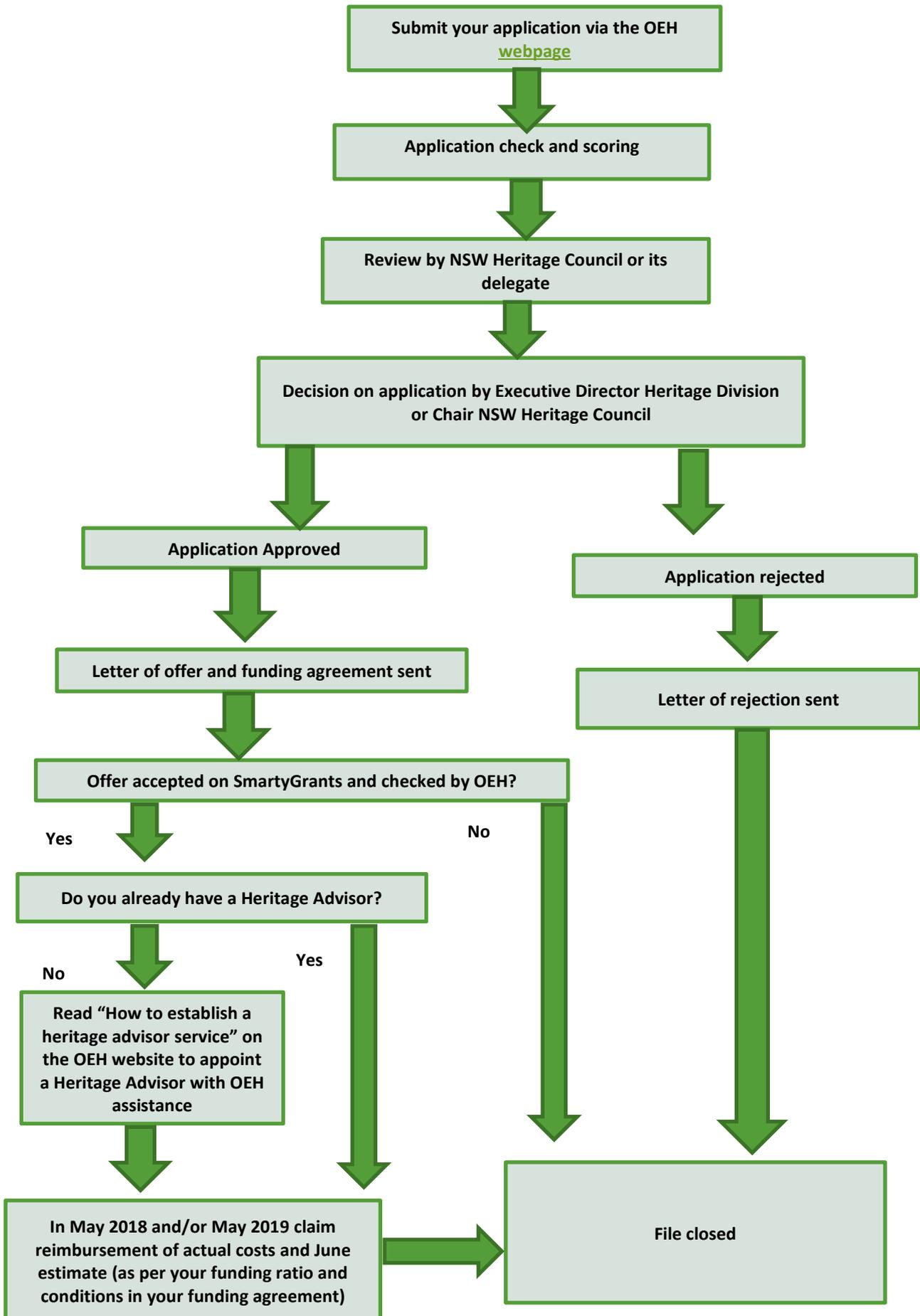
7.3 Assessment considerations

- 7.3.1 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) your assessment against clauses 3.2 to 3.6
 - d) the availability of funding under the Program
 - e) consistency with these guidelines and
 - f) other relevant considerations.

7.4 Following assessment

- 7.4.1 We will advise you in writing of the decision on your application as soon as possible.
- 7.4.2 Successful applicants will be required to agree to a funding agreement. This specifies the terms and conditions for grant payments.
- 7.4.3 The names of successful applicants, project details and amount of assistance approved will be made public.
- 7.4.4 One grant milestone payment will be made in May 2018 based on actual expenditure incurred on heritage advisor services, and a reasonable estimate of expense to the 30 June 2018, taking into account the funding formula.
- 7.4.5 A key requirement of the acquittal will be satisfactory review by OEH of a Heritage Strategy covering at a minimum the next financial year and an Annual Report showing activities and outcomes during the year.
- 7.4.6 If funding has also been approved for the 2018-19 year, one grant milestone payment will be made in May 2019 based on actual expenditure incurred on heritage advisor services, and a reasonable estimate of expense to the 30 June 2019, taking into account the funding formula.
- 7.4.7 While funding may be approved for both 2017-18 and 2018-19, these are considered as distinct annual small heritage grant programs allocations that will be acquitted annually with no rolling over of funds between financial years.
- 7.4.8 OEH holds a yearly Heritage Advisor Network Seminar and Heritage Advisor Training and Refresher Workshop around August each year. Attendance by your Heritage Advisor is strongly encouraged and reasonable costs of attendance can be included as an expense when acquitting your grant.

7.5 Process Flow Chart



8 Appeals

- 8.1 There will be no appeals process. The Director, Heritage Division or the Chair of the NSW Heritage Council's decision on applications is final.

9 Further information

- 9.1 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
- 9.2 A range of guidelines and templates to guide Local Government in obtaining heritage advisor services are also available on the OEH website.