



OFFICE OF ENVIRONMENT & HERITAGE

# NSW Heritage Grants

Community Heritage Grants  
2019-2021 Grant Guidelines



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Photo credits: Community members learning about and enjoying heritage at the Malachi Revival (Lucy East), School students interviewed seniors about local historical events, create film-scripts and music scores, and produced short films which were screened at Amusu Theatre, the oldest continuously operating theatre in Australia as part of the History Here project (Arts Out West Inc.)

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# 1. How to use the guidelines

The Guidelines will tell you:

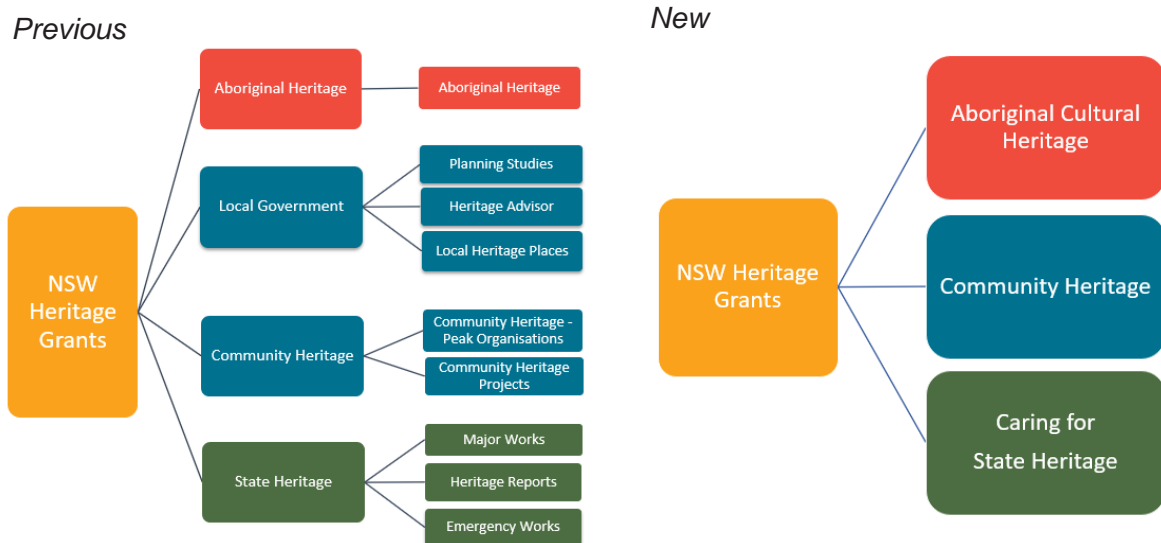
- who can apply
- activities that may be funded
- how applications are assessed
- what to expect if you are awarded a grant.

If you need to talk through your project or have questions, our contact details can be found on the last page of the Guidelines.

Some activities are only available to local government organisations while others are open to a broader group of applicants.

# 2. Changes to the heritage grants program

In 2017-18 the Heritage Grants Program underwent an independent evaluation to identify areas of opportunity for efficiencies and improved outcomes. The evaluation findings are being implemented in stages. Stage 1 2019-2021 has streamlined nine separate funding streams into three grant categories.



# 3. Community Heritage Grants

The *Community Heritage Grants* category focuses on enabling local councils and communities to identify, conserve, interpret and promote heritage. It includes similar activities to the community heritage projects, local government heritage advisors, local heritage places (small grants program) and Local Government Planning Studies streams that were run in the 2017-18 and 2018-19 funding rounds. It also now includes funding for interpretation of items on the State Heritage Register (SHR).

The *Aboriginal Cultural Heritage Grants* category provides funding towards understanding, protecting and conserving Aboriginal Places or items listed on the SHR for their Aboriginal cultural values. It also focuses on projects that engage the community in celebrating Aboriginal cultural heritage. It is similar to the Aboriginal Heritage stream run at the 2018-19 funding round but now includes community engagement projects.

The *Caring for State Heritage* grants category focuses on supporting items listed on the SHR. It includes similar activities to the Major Works and Heritage Report streams that were run at the 2017-18 funding round.

## 4. What activities are eligible for funding?

### 4.1 Project eligibility – both community and local government

Funding is available towards:

- a. **Community Engagement Projects** delivering a service or product that actively engages the community in celebration and promotion of heritage across the region or state.
- b. **Interpretation Projects** that relate to an item on the State Heritage Register (where the state or federal government does not own the item and does not have responsibility for its maintenance and repair).

### 4.2 Project eligibility – local government only

Local government can also apply for funding towards:

- a. Local Government Heritage Studies including:
  - LGA (local government areas) wide heritage study or review
  - LGA wide Aboriginal cultural heritage study
  - LGA wide landscape heritage study
  - LGA wide archaeological management plan
  - LGA wide landscape management plan
  - heritage development control plan study
  - heritage signage strategy
  - heritage main street study
  - heritage tourism studies
  - other heritage studies.
- b. **Small Heritage Grants Programs**, to run a devolved grants program which provides grants to conserve local heritage.
- c. **Local Heritage Advisor Services**, to help council fund the services of a professional heritage advisor.





**Previous Grant project: Students re-enacting historical events as part of the History Here project. (Photo: Arts Out West Inc)**

### 4.3 What activities are not eligible?

The following are not eligible for funding:

- projects that have substantially commenced prior to applying for funding (note this does not include project planning, but refers to services, products or studies already established, produced or commissioned)
- repetition or duplication of an existing community engagement service or product to the same audience
- funding ongoing employee positions or in-house project management by salaried officers as either voluntary or cash contributions
- a project is completed as part of a university degree or to obtain qualifications at other educational facilities
- construction of new buildings
- purchase of or relocation of heritage items
- works to commemorative monuments or headstones
- purchase of equipment
- routine maintenance such as lawn mowing, gutter cleaning and carpet cleaning
- projects related exclusively to either research, celebrations, publications, CD's DVD's, applications or similar that are not part of a broader **community engagement** project
- **interpretative** signage:
  - for items that are not on the State Heritage Register, unless it is part of a broader community engagement project
  - for a State Heritage Register item where the State or Federal Government is the owner and responsible for its maintenance and repair
  - where the support of the owner is not provided
  - including Aboriginal shared history or content where the support of an appropriate consultation with the Aboriginal custodians/communities is not provided
- **Aboriginal cultural heritage studies** that do not engage the local Aboriginal communities during development.

### 4.4 Things to consider

If your project is to for a **community engagement** project, think about how you can actively engage a broad range of people across the region, such as a range of ages and cultures.

If your project is for **interpretative** signage you should first check that the item is listed on the State Heritage Register, that the State or Federal Government does not own it and have

responsibility for it, and you must provide a letter of support from the relevant parties such as the owner or Aboriginal communities. Depending on the type of **interpretation** you are planning you will need to consider the time and budget to obtain the appropriate approvals under the *Heritage Act 1977* before commencing works.

If your project is to prepare an **Aboriginal cultural heritage study**, you must demonstrate how you will engage the local Aboriginal community in its development.

## 5. Who is eligible to apply for a grant?

### 5.1 Applicant eligibility

You are eligible to apply for funding towards **Community Engagement Projects** if you are one of the following:

- a. individual
- b. consultant
- c. community group
- d. organisation
- e. NSW local government or regional joint organisation.

You are eligible to apply for funding towards **Interpretation Projects** if you are one of the following:

- a. owner of a State Heritage Register listed item (excluding State and Federal Government)
- b. individual, consultant, community group, organisation, or NSW local government or regional joint organisation and:
  - i has the support of the owner of the SHR item
  - ii support of the Aboriginal custodians/community where including Aboriginal shared history or content.

You are eligible to apply for funding towards **Local Government Heritage Studies, Small Heritage Grants Programs and Local Heritage Advisor Services** if you are one of the following:

- a. NSW local government
- b. Regional Joint organisation.

### 5.2 Who is not eligible?

You are **not eligible** to apply if:

- a. you are a state or federal government agency
- b. adequate funding is available from the applicant or other sources, including other grants.

In exceptional circumstances, Office of Environment and Heritage (OEH) reserves the right to recommend funding for projects that may not fully meet the program eligibility criteria or transfer your application to another funding program if deemed appropriate.





Previous Grant project: Community members learning about and enjoying heritage at the Malachi Revival. (Photo: Lucy East)

## 6. Funding available

### 6.1 Funding caps and co-contributions

Grants are available for use over two financial years with the following funding available:

**Table 1 Funding caps and co-contribution requirements**

| Project type                             | Funding level (excluding GST)   | Co-contribution requirements   |
|--|---|--|
| <b>Community Engagement Projects</b>     | Minimum \$10,000<br>Maximum \$50,000  | Not required   |
| <b>Interpretation Projects</b>           | Minimum \$10,000<br>Maximum \$40,000  | Not required   |
| <b>Local Government Heritage Studies</b> | Minimum \$10,000<br>Maximum \$60,000<br>Generally, the maximum level will only be available where the study is LGA wide and the study is new (not a review) | Not required where local government has a low population density or low rate base.   |
| <b>Small Heritage Grants Program</b>     | Up to \$10,000 (tiered funding methodology based on pool of funds)  | Not required if: <ul style="list-style-type: none"> <li>• Council is new to program (not funded at or between 2013-18 funding rounds)</li> <li>• Council has a low population density or low rate base</li> </ul> A matching co-contribution required for all other recipients |

| Project type                          | Funding level (excluding GST)                                      | Co-contribution requirements   |
|---------------------------------------|--|--|
| <b>Local Heritage Advisor Service</b> | Up to \$10,000 (tiered funding methodology based on pool of funds) | Not required if: <ul style="list-style-type: none"> <li>• Council is new to program (not funded at or between 2013-18 funding rounds)</li> <li>• Council has a low population density or low rate base</li> </ul> A matching co-contribution required for all other councils |

## 6.2 Things to consider

GST will be added to grants where the grantee is registered for GST (except for local government grantees). If the applicant is not registered for GST they should include any GST amounts required in their budgets.

For **Community Engagement Projects, Interpretation Projects** and **Local Government Heritage Studies** you may apply for up to 50% of the grant up front. If there is an upfront payment, usually 40% will be split into milestone payments. 10% of the grant is held until after you have finished your project and we have reviewed the quality of the project outputs. The final payment is a reimbursement based on actual project costs. Full conditions for payment will be outlined in the funding agreement and its payment schedule.

For **Small Heritage Grants Program** and **Local Heritage Advisor Service**, councils will receive the grant as a reimbursement based on actual expenditure in each year up to the maximum amount. Full conditions for payment will be outlined in the funding agreement and its payment schedule.

## 7. Project timing

Projects are generally to be implemented over two financial years (over 2019-20 and 2020-21).

### 7.1 Things to consider

Applicants are encouraged to consider the time required for any consultation, permits or approvals that could be required to undertake **interpretation** works and build this into their project timeframe.

## 8. How to apply

Applications can be submitted at any time during the program opening period through the [OEH website](#). From the website, you will be directed to the SmartyGrants online grants management system to start your application. You will need to register online if you have not used SmartyGrants before. Registration is free and easy.



Previous Grant project: Students re-enacting historical events as part of the History Here project. (Photo: Arts Out West Inc.)

## 9. Assessment criteria

Funding for **Community Engagement Projects, Interpretation Projects** and **Local Government Heritage Studies** is competitive.

Applicants will be assessed against the following common criteria as well as the additional criteria for each project type and ranked. If the funding round is oversubscribed, those rankings will be used to decide which applications will be funded. If oversubscribed, not all eligible applications will be funded.

**Table 2 Common Assessment Criteria for Community Engagement Projects, Interpretation Projects and Local Government Heritage Studies**

| Criterion 1 | What we will assess   |
|-------------|---|
| 1a          | The long-term heritage benefits (priority given to projects assessed as having longer-term and more significant benefit)  |
| 1b          | Demonstrated quality of project (demonstrated quality considerations such as project planning, risk assessment, use of quality assurance standards)   |
| 1c          | Demonstrated value for money (priority given to cost-effective projects)  |
| 1d          | Demonstrated capacity and commitment to deliver the project (may consider how any previous grants were delivered, project planning, project collaborators or, where applicable, partnerships established) |

**Table 3 Additional Assessment for Community Engagement Projects**

| Criterion 2 | What we will assess  |
|-------------|--|
| 2a          | Extent of participation of a broad demographic in understanding, celebrating and participating in heritage (priority given to projects that engage more participants, from a more geographically dispersed area and with more diverse age, culture and gender mix) |
| 2b          | Type of active engagement (priority given to projects that engage participants in heritage in a more active way)   |
| 2c          | Degree of facilitation of heritage tourism, public benefit and enjoyment (with preference to those with a higher degree)   |
| 2d          | Extent the project is associated with an item(s) listed on the State Heritage Register (with preference to projects associated with the SHR)   |

**Table 4 Additional Assessment Criteria for Interpretation Projects**

| Criterion 3 | What we will assess  |
|-------------|--|
| 3a          | The extent of public accessibility or visibility of the interpretation and item (with preference to projects that are more accessible)                             |
| 3b          | Whether the site currently has interpretation and its condition (with preference to projects where there is no current interpretation, or it is in poor condition) |
| 3c          | Whether the site is part of a heritage tourism trail (with reference to interpretation of sites that are on a current or proposed trail)                           |

**Table 5 Additional Assessment Criteria for Local Government Heritage Studies *local government only***

| Criterion 4 | What we will assess   |
|-------------|---|
| 4a          | Priority will be given to: <ul style="list-style-type: none"> <li>• Aboriginal Heritage Studies</li> <li>• Heritage Studies (with priority areas as follows)                             <ul style="list-style-type: none"> <li>○ new studies for areas not previously covered/studied</li> <li>○ reviews and upgrades to ensure consistency across recently amalgamated councils</li> </ul> </li> <li>• Tourism Studies</li> </ul> |
| 4b          | Whether the study is new or a review (with preference to new studies)   |
| 4c          | Whether the project identifies the process to ensure any recommendations of the study result in relevant changes to heritage schedules of local environmental plans (LEPs) (with preference to those with clear and achievable process)   |

Funding for **Small Heritage Grants Programs and Local Heritage Advisor Services** will be allocated based on the criteria outlined below.

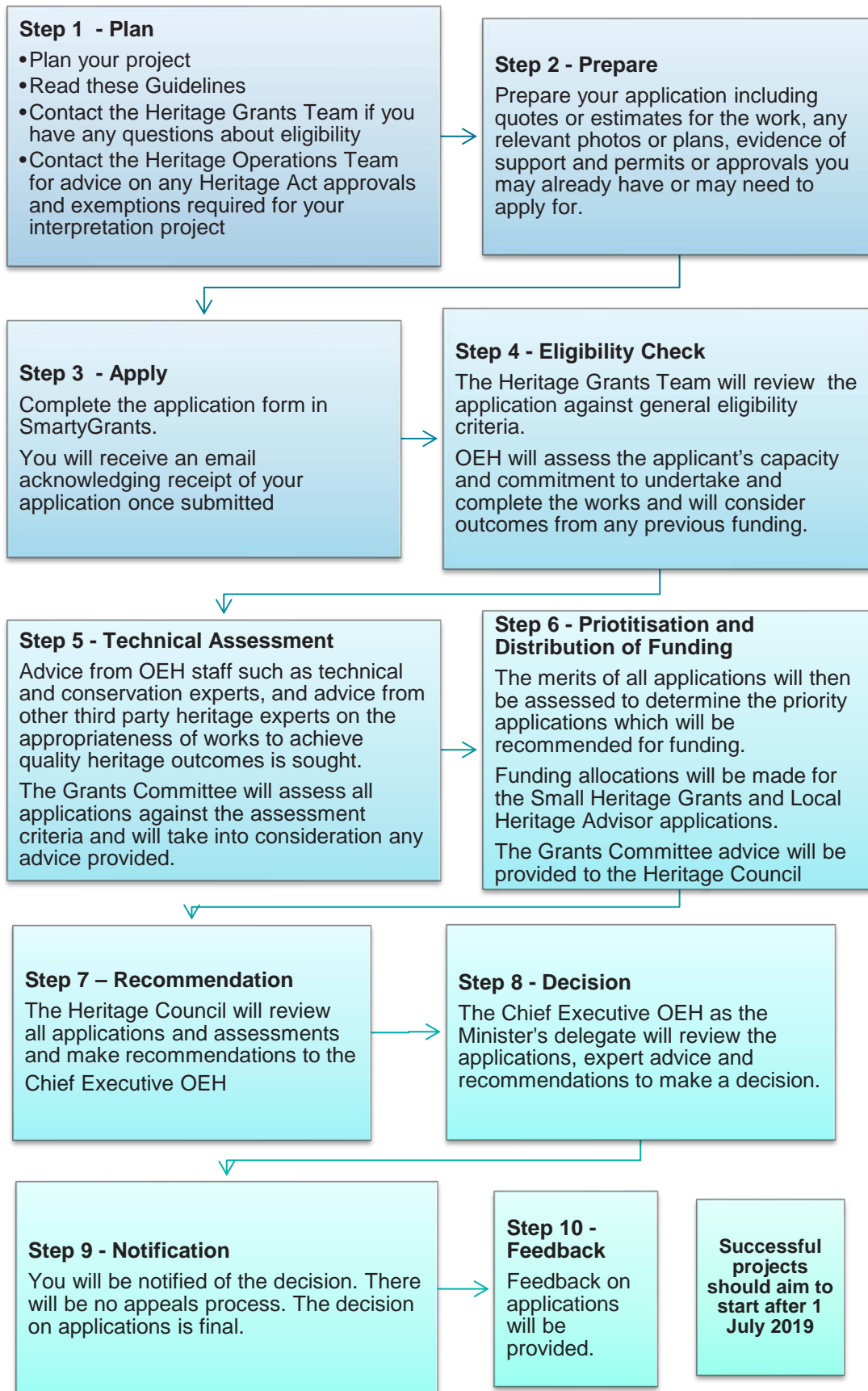
**Table 6 Assessment Criteria for Small Heritage Grants Programs and Local Heritage Advisor Services *local government only***

| Criterion 5 | What we will assess  |
|-------------|--|
| 5a          | <p>Level of financial support will be based on:</p> <ul style="list-style-type: none"><li>• Remoteness using <a href="http://www.spatialonline.com.au/ARIA_2011/default.aspx">http://www.spatialonline.com.au/ARIA_2011/default.aspx</a> as a reference (with preference to those more remote)</li><li>• Financial capacity (with preference to those with less capacity)</li><li>• Whether recently amalgamated (with preference to those amalgamated since 2015)</li><li>• Number of items, areas and sites listed under Schedule 5 Environmental Heritage of the applicants Local Environmental Plan for the Small Heritage Grants Program (with preference to those with higher numbers)</li></ul> |

OEH reserves the right to consider any other relevant information that emerges following receipt of applications, including non-compliance with the *Heritage Act 1977*.



# 10. Process from application to decision





## 11. What to expect if you are successful

If your application is successful:

- your name, details of your project and amount of funding provided will be made public
- you will be required to sign a funding agreement which specifies the terms and conditions for grant payments
- you will need to report on Key Performance Indicators which are currently being upgraded (these will be available on the OEH website soon)
- you must ensure that heritage studies are undertaken by a suitably qualified Heritage Specialist
- for the **Small Heritage Grants Program** (local government only), you must ensure that your grant recipients are responsible for:
  - obtaining any separate approvals or exemptions under the *Heritage Act* or other Local Council planning and building requirements before commencing works
  - seek the advice of a heritage specialist where appropriate and
  - use suitably qualified tradespeople
- NSW government funding acknowledged as per [NSW Government Funding Acknowledgment Guidelines](#)
- your funded **heritage study** and other collateral developed as part of your project will be made public
- you must obtain any approvals or exemptions under the *Heritage Act 1977* before commencing **interpretation** works on State Heritage Register items (this is a separate application process)
- OEH may use elements of your project in promotional material.

## 12. We are here to help you

The Heritage Grants Program is delivered by heritage and grants experts in OEH. Our role is to support the NSW community and its heritage custodians to achieve quality outcomes.

If you need any advice on which grant may be right for your project, we are happy to discuss options with you. Please contact us on:

**Table 7 Who to contact for assistance**

| Who to Contact for Assistance  |  |
|--|--|
| <b>Heritage Grants Team</b>  | OEH Heritage Conservation Team   |
| Information on grants, including eligibility, or assistance in completing an application form  | Advice on any approvals needed under the <i>NSW Heritage Act 1977</i>  |
| <b>Telephone:</b> 02 9873 8577<br><b>Email:</b><br><a href="mailto:heritage.grants@environment.nsw.gov.au">heritage.grants@environment.nsw.gov.au</a><br><b>Website:</b><br><a href="http://www.environment.nsw.gov.au/topics/heritage/grants-and-funding">www.environment.nsw.gov.au/topics/heritage/grants-and-funding</a> | <b>Telephone:</b> 02 9873 8500<br><b>Email:</b><br><a href="mailto:HERITAGEmailbox@environment.nsw.gov.au">HERITAGEmailbox@environment.nsw.gov.au</a><br><b>Website:</b><br><a href="http://www.environment.nsw.gov.au/Heritage/development">www.environment.nsw.gov.au/Heritage/development</a> |