NSW HERITAGE GRANTS

2016/17
ABORIGINAL HERITAGE PLACES PROGRAM
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 community to know, value and care for our heritage. The four streams of NSW Heritage Grants are the:
   1.2.1 Aboriginal Heritage Places Program
   1.2.2 Community Heritage Grants Program
   1.2.3 State Heritage Places Program
   1.2.4 Local Heritage Places

1.3 These Guidelines are for the Aboriginal Heritage Places Program 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 conserve, promote and support Aboriginal heritage in NSW.

3 Funding

3.1 Grant funding between $20,000 and $70,000 (ex GST) per project is available.

3.2 Matching funding is required if the successful grant recipient is a Local Council.

3.3 No matching funding is required from a successful grant recipient that is not a Local Council.

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

4 Project timing

4.1 These Guidelines apply to projects to be implemented during the 2016/2017 financial year.
5 **Eligibility criteria**

5.1 **Applicant eligibility criteria**

5.1.1 To be eligible for assistance applicants must be:

a) an Aboriginal organisation / community group, or
b) an individual, consultant or organisation supported by an Aboriginal organisation /community, or
c) a NSW Local Council or group of Councils or
d) a State Government Agency where heritage is not:
   - its core business or
   - part of its development obligations

and

5.1.2 To be eligible for assistance the applicant must be assessed by OEH as having the 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 **Project eligibility**

5.2.1 To be eligible a project must:

a) conserve, promote or otherwise benefit a NSW Aboriginal heritage item listed on the State Heritage Register or an Aboriginal Place under the *National Parks and Wildlife Act 1974* (that is not state government owned or managed)

b) be for the development or review of a heritage management document/tool or for works contained in a finalised heritage management document

c) have the support of the local Aboriginal community

d) have a minimum project value of $20,000 (ex GST)

e) must be implemented in the 2016/2017 financial year with only planning and minor activity allowed prior to applying for funding

f) be for new heritage services or products rather than a duplicate or repeat of existing services and

g) not include funding for ongoing employee positions to manage the 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

5.3 **Examples of documents and works considered eligible**

5.3.1 Heritage management documents that are considered eligible are:

a) Conservation Management Plans

b) heritage interpretive strategies
5.3.2 The types of works within finalised heritage management documents that are considered eligible for inclusion are:

a) conservation works (excluding routine maintenance work)
b) interpretation and/or signage
c) media documents such as website, pamphlets and brochures
d) educational materials
e) oral histories
f) recording or documenting significant Aboriginal community events
g) shared history projects and
h) thematic studies.

5.4 Excluded projects

5.4.1 The following will not be funded and are considered ineligible/excluded project types:

a) cultural activities or celebrations
b) keeping places
c) university degree projects
d) construction of new buildings
e) purchase of heritage items
f) relocation of heritage items
g) new commemorative monuments, works or headstones
h) purchase of equipment
i) routine maintenance such as lawn mowing, gutter cleaning and carpet cleaning and
j) heritage management documents required for statutory purposes eg Aboriginal cultural heritage assessments relating to environmental impact assessments.

6 Strategic priorities for funding

6.1 As funding rounds are competitive, priority will be given to applications that involve:

6.1.1 development of conservation management documents
6.1.2 works or projects recommended in conservation or other management documents
6.1.3 items listed or places gazetted since 2013
6.1.4 projects undertaken by or in partnership with Aboriginal organisations

6.2 If required, eligible applications will be further assessed against the following criteria in order to rank them:

6.2.1 the value of the sustainable long-term heritage benefits provided by the project (with preference to those with higher value)
6.2.2 the extent of public benefit and enjoyment and community leadership potential (with preference to those with greater benefit)
6.2.3 the degree of innovation and use of best practice (with preference to the more innovative).

6.3 Depending upon the demand for funding, and as the grants are competitive, not all eligible applications will receive a grant.

7 Relationship to funding under other Heritage Grants

7.1 An applicant may apply for more than one grant under the NSW Heritage Grant Program (including the 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 Heritage Division, OEH will advertise funding rounds on the OEH website and in major regional papers.

8.1.2 Discuss your project with staff in your OEH regional office.

8.1.3 Applications and project management documents are submitted though the SmartyGrants online grants management system.

8.1.4 You should register online to use SmartyGrants.

8.1.5 Complete the relevant application form on SmartyGrants by the closing date.

8.1.6 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 considering 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 We will advise you in writing of the Minister’s decision 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 Generally one grant milestone payments will be made at the end of the project.

8.4.4 Consideration will be given to a 50% upfront payment where:
- the applicant is a Local Aboriginal Land Council or
- a contract has been signed to engage a contractor to conduct the project.

If an upfront payment has been made the remaining funds will be paid at the end of the project upon receipt of a final report and documents confirming actual expenditure incurred on the project. Where the first milestone has not been fully expended on the project, the applicant will be required to refund OEH the unexpended amount.

8.4.5 A condition of any grant milestone payments is that the appropriate approvals have been obtained under the *Heritage Act 1977* and/or *NSW National Parks and Wildlife Act 1974*. Grant recipients should also ensure that they comply with any Local Council planning and building requirements and any other legislation.

8.4.6 The names of successful applicants, project details and amount of assistance approved will be made public through our webpage.
9 Appeals
9.1 There will be no appeals process. The Minister’s decision on applications is final.

10 Where to get more information
10.1 For further information on grants please contact the Heritage Grants team or Aboriginal Heritage Officer on 9873 8577
    email heritage.grants@environment.nsw.gov.au
    visit the OEH website at www.environment.nsw.gov.au or
    contact your OEH regional office for help.