

Department of Planning and Environment

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Caring for State Heritage Grants 2023-25 Funding Guidelines

NSW Heritage Grants

September 2022





Acknowledgement of Country

The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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More information

Heritage NSW

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Accessibility

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1. About these grants

The NSW Government is continuing its commitment to preserve the most significant heritage places across NSW. Through the Caring for State Heritage Grants program, Heritage NSW is seeking projects that directly support better management, maintenance and conservation of State Heritage Register (SHR) listed items, as well as innovative ideas that will increase public access to these important assets.

The SHR is a list of items that are protected under the *Heritage Act 1977* and represent heritage of particular importance to the people of NSW.

This is a competitive funding round and eligible applicants can apply for up to \$150,000 for works that activate and preserve SHR items.

Successful projects must be delivered between July 2023 and May 2025.

2. Key dates

Below is a list of key dates and milestones for the Caring for State Heritage Grants program.

Table 1: Program milestones

Phases	Key dates
Funding round opens for application submissions	9am, Saturday 10 September 2022
Funding round closes	12pm, Friday 2 December 2022
Applications are reviewed by Heritage NSW	December 2022 to March 2023
Applicants notified and successful projects announced	April/May 2023
Projects to start	Saturday 1 July 2023
Projects to be completed and final grant report submitted	Thursday 15 May 2025

3. Who can apply?

You are eligible under the Caring for State Heritage Grants category if you:

- are the owner, manager, long-term lessee or custodian of an item listed on the SHR in NSW:
 - with written support of the owners of the site (if you are a manager or lessee),
 - with written support of all owners or owners' corporation (if the site has multiple owners).
- have legal responsibility for maintenance and repair of the SHR listed item.
- agree to provide matched funding for the project.
- are a local council, business, non-government organisation, community group or individual:
 - with your operations and headquarters in NSW (if you are a business or incorporated entity).

How to check an item is on the State Heritage Register

The SHR is a statutory list of items (places and objects) which represent heritage of particular importance to the people of NSW.

All types of heritage listings are included on the State Heritage Inventory. To check if an item is on the SHR search the State Heritage Inventory at www.heritage.nsw.gov.au/search-for-heritage/state-heritage-inventory.

If the item you search for shows up as blue, it means that it is State Heritage Registered and is eligible for funding.

Who can't apply?

You are not eligible under the Caring for State Heritage Grant category if:

- your property or item is not a SHR listed item.
- you are a State or Federal Government agency.
- the SHR item is owned and managed by a State or Federal government agency.
- the SHR item was acquired or leased from a State or Federal government agency in the last two years.
- the application is for a multiple site listing such as a large precinct or town with multiple owners.
- your business or entity is located or incorporated outside of NSW.
- you do not provide sufficient information to assess against the eligibility criteria.

We may also consider any whole of government policy or guidelines that restrict an applicant's access to grants programs.

4. What can you apply for?

Your project is eligible if:

- it is for a **heritage management document** or **works** to an SHR listed item
- there are no active *NSW Heritage Act 1977* compliance issues at the site, and
- the project will be delivered between July 2023 and May 2025

Table 2 below shows examples of projects that you can do as a part of this grants program. Costs for these activities can be included as part of your grant application.

Table 2: Examples of eligible activities

Projects	Examples	✓
Develop a heritage management document for SHR listed item	<ul style="list-style-type: none"> • archaeological assessment reports • cultural values assessment reports • collections management plans • conservation management plans • condition surveys • conservation management strategies • cost-benefit analyses for conservation purpose • cultural tourism plans • disaster preparedness plans • economic feasibility studies for conservation • interpretation plans or strategies • landscape management plans • maintenance plans • other heritage management reports 	✓

Projects	Examples	✓
Works for a SHR listed item	<ul style="list-style-type: none"> • works to enable activation of an SHR item. • physical conservation works including restoration, reconstruction, repair, reinstatement and preservation. • maintenance outlined in the Minimum Standards of Maintenance and Repair as set out in the <i>Heritage Regulations 2012</i> www.heritage.nsw.gov.au/assets/Uploads/a-z-publications/m-o/Minimum-Standards-of-Maintenance-and-Repair.pdf. • works including fire, services and access upgrades to allow compliance with the Building Code Australia, <i>Disability Inclusion Act 2014</i> and <i>Work Health and Safety Act 2011</i>. • works for disaster recovery and preparedness. 	✓

Things to note

Heritage NSW will undertake a preliminary high-level assessment of Heritage Works projects to consider if the project is suitable for the SHR item. This is to eliminate projects that are clearly not suitable. The assessment is for the grant process only, so progression to the next stage of the grants process is not an endorsement or approval of the project by Heritage NSW.

Consider developing a heritage management document to guide ongoing management of your site and to prioritise works.

If your project involves or impacts Aboriginal cultural heritage you must show that your project has the support of the local Aboriginal community, or multiple communities, and how you intend to undertake appropriate consultation with them.

We recommend you contact your local council's heritage advisor or engage a heritage specialist:

- to help plan your project so that it meets any heritage and legislative requirements and
- if you are successful, to oversee the heritage aspects of the project and complete compliance certificates at key stages of the project.

You can find lists of projects awarded funding at previous rounds on our website www.heritage.nsw.gov.au/grants/grants-recipients.

What can't you apply for?

An outline of the types of projects that will not be funded are show below in Table 3.

Table 3: Ineligible activities and projects

Projects we do not allow	x
Any project works and associated costs, not including pre-planning, that occurs before 1 July 2023	x
Works that have a high-level negative impact on the heritage values of the site (i.e. are unsuitable).	x
Ongoing employee positions or in-house project management by salaried officers as either voluntary or cash contributions.	x
Construction of new buildings.	x
Purchase of or relocation of heritage items and buildings.	x
New commemorative monuments or headstones.	x
Purchase of equipment for example lawn mowers etc.	x
Routine maintenance such as gardening, gutter cleaning, carpet cleaning etc.	x
Business set up or operating costs.	x
Programs, festivals or events.	x
Projects that will rely on ongoing funding.	x

In exceptional circumstances, Heritage NSW reserve the right to recommend funding for projects that may not fully meet the eligibility criteria or transfer your application to another funding program if deemed appropriate.

5. How much can you apply for?

There are two project types and funding levels. These both have been outlined below in Table 4.

Table 4: Project types and funding caps

Project type	Funding level (excluding GST)
Heritage management document	Maximum \$30,000
Heritage works project	Maximum \$150,000

You must provide matched funding. For example, if you successfully apply for a \$30,000 grant then you must also contribute \$30,000 (or more) to fund the project. This means the total program cost will be at least \$60,000.

You can include reasonable in-kind contributions such as realistic hourly rates for relevant activities, but not in-house project management by salaried staff.

You can put in more than one application but they must be for different projects.

6. Eligibility criteria

The information in your application will be reviewed by Heritage NSW to check if it meets the eligibility criteria. Table 5 below sets out the key eligibility criteria that you will be asked in the application process.

Table 5: Summary of key eligibility criteria

What we will review	✓
The item or place is listed on the NSW State Heritage Register (SHR).	✓
You are an eligible owner or have relevant authorisation for the project.	✓
The project is for a heritage management document or capital works.	✓
You agree to provide matched funding.	✓
The project will be delivered by mid 2025.	✓
There are no <i>Heritage Act 1977</i> compliance issues at the site.	✓

7. Assessment criteria

The assessment criteria outlined below in Table 6 is used to rank then decide which projects will be funded. Your application will only be assessed if it is considered eligible and complete.

Heritage NSW will consider cultural sensitivities and conflicts of interest throughout the process.

Funding is limited so you are not guaranteed a grant even if you meet all the eligibility and assessment criteria.

Table 6: Project assessment criteria

Criterion	What we will assess	We will consider
1	Long-term quality heritage outcomes	<p>The impact of the project on the site’s heritage significance and the risk(s) if the work is not done.</p> <p>We prioritise projects with longer term and more significant quality heritage benefits.</p> <p>We may consider how the project fits with any heritage management document for the site and if it uses best practice heritage management practices.</p>
2	Level of enduring public benefit	<p>Type and sustainability of use and public accessibility.</p> <p>Long term benefit to the public, such as heritage tourism.</p>
3	Value for money	<p>We will review your project’s detailed budget and scope, as well as supporting documents, to ensure good use of public funds by prioritising cost-effective projects.</p>
4	Quality of the project planning and proof of concept	<p>How well you have planned the project, including planning for risk. We will consider who has/will be consulted to ensure the quality of work and accuracy of heritage information.</p>

Criterion	What we will assess	We will consider
5	Capacity and commitment to deliver the project	<p>How likely is the project to be successfully completed and any potential risks. We may also consider:</p> <ul style="list-style-type: none"> • delivery of any previous grants. • how realistic is your project and budget. • the degree of support, collaboration or partnerships that have relevant expertise and experience. • strategic management or planning documents that provide proof of concept. • Your ability to provide matched funding.
6	Availability of alternate funding	Whether other funding sources are available and the likelihood of the project proceeding without this program's grant funding.

Heritage NSW reserve the right to consider any other relevant information that emerges following receipt of applications.

8. What happens next?

The next steps in the process have been outlined below in Table 7.

Table 7: Key steps in the grant process

Step	The process
<p>Step 1: Plan</p>	<p>Read these guidelines.</p> <p>Check your property or item is on the State Heritage Register and obtain the SHR listing number.</p> <p>Get your supporting documents ready such as quotes, photos, plans, evidence of support, permissions from owner/s and any approvals you already have.</p> <p>Determine if you can meet the matched funding requirement.</p> <p>Incomplete applications, or applications that do not provide enough information to assess eligibility, will be deemed ineligible.</p> <p>Contact us if you have any questions about project eligibility, using SmartyGrants or getting heritage approvals.</p>
<p>Step 2: Send in your application</p>	<p>Complete the online application form in SmartyGrants. You can access it here: www.heritage.nsw.gov.au/grants/applying-for-a-grant</p> <p>You will be asked about your project as well as how you meet the eligibility criteria and assessment criteria.</p> <p>You will receive an email acknowledging receipt of your application.</p> <p>Applications open 10 September and must be in by 2 December 2022.</p>
<p>Step 3: Eligibility check</p>	<p>Heritage NSW will do a completeness check of your application and review it against all eligibility criteria. Refer to Eligibility criteria on Page 10. Only applications deemed complete and eligible will go to Steps 4 and 5.</p>
<p>Step 4: Suitability check</p>	<p>A group of technical and heritage experts will conduct a review to ensure your project is suitable for the SHR site. If not deemed suitable your application will be deemed ineligible and will not go through Step 5</p>
<p>Step 5: Prioritisation</p>	<p>The Grants and Sponsorship Advisory Committee will assess your application against the assessment criteria and rank applications in order of priority. Refer to Assessment criteria on Page 11.</p> <p>Recommendations will be made to the Director Customer Service, Heritage NSW.</p>

Step	The process
<p><u>Step 6:</u> Decision</p>	<p>The Director Customer Service, Heritage NSW will:</p> <ul style="list-style-type: none"> • decide which projects to fund and at what level, • if any special conditions should be given, and • to put any projects on a reserve list.
<p><u>Step 7:</u> Notification</p>	<p>We'll let you know the outcome of you application by 30 June 2023.</p> <p>There are no appeals and the decision on applications is final. The Heritage Grants Team can provide feedback on your application.</p>
<p><u>Step 8:</u> Funding agreements</p>	<p>If you are successful, we'll send you a funding agreement to sign.</p>
<p><u>Step 9:</u> Project commencement</p>	<p>Projects can start from 1 July 2023.</p>
<p><u>Step 10:</u> Reporting and acquittal</p>	<p>You must send in regular progress reports throughout the project.</p> <p>Your final report on the project's outcomes and expenditure is due by May 2025.</p>

9. What to expect if you are successful

If your project application is successful:

- your name, details of your project and amount of funding provided will be published on the Heritage NSW website.
- you will have to sign a funding agreement with terms and conditions.
- you will need to contribute matched (or more) funding.
- any physical works must be done by qualified and experienced people and to appropriate heritage standards. Your project might to have to be overseen by a Heritage Specialist.
- approvals must be given before you start any work. Find out more by visiting the Heritage NSW website www.heritage.nsw.gov.au/applications.
- you must comply with any local council planning, heritage and building requirements.
- you must use best practice heritage guidelines for quality heritage outcomes.
- your funded heritage management document will be made public
- you must acknowledge NSW government funding.
- you must use best practice heritage guidelines for quality heritage outcomes such as the Australia ICOMOS Charter for Places of Cultural Significance, known as The Burra Charter 2013 and the associated series of Practice Notes www.australia.icomos.org/publications/burra-charter-practice-notes.

Heritage NSW will seek your written permission to use materials from your project such as photos, videos and documents, in media and publicity.

Things to note

Once the funding agreement is signed, you will receive payments in stages against the agreed milestones and 50% of the funding will be paid up-front.

At least 10% of the grant will be held until after the project is finished. Heritage NSW will check the quality of the project, and that all requirements have been met, before making the final payment. The payment amount will be based on actual project costs.

Full conditions for payment will be outlined in the funding agreement and payment schedule.

If you are registered for GST, it will be added to the funding amount except for local government grant recipients.

Grants under this program may result in financial, taxation, legal or other impacts. We strongly recommend that you seek independent financial advice on receiving a grant.

You might also want to get advice from the Australian Tax Office if you have questions about your individual situation.

Before you start

We recommend that before you start any work, first confirm if you'll need:

- a permit under the *National Parks and Wildlife Act 1974*,
- approval under the *Heritage Act 1977*,
- approval by your local council, or
- a standard exemption or site-specific exemption under the *Heritage Act 1977*.

Examples of approvals or exemptions under the *Heritage Act 1977* that you should consider include:

- Section 57: Standard exemptions (for all SHR listed items), or site-specific exemptions.
- Section 60: Application for works not covered under Section 57. Requires an assessment via Heritage NSW.

You should also consider any Local Government or other legislative requirements before starting work.

Find out more by visiting the Heritage NSW website www.heritage.nsw.gov.au/applications.

Things to note

The process for getting approvals (such as those listed on page 16) is separate to this grant application process.

You can start any approval processes **before** submitting your application.

You can include the costs of any necessary approvals in your application. You don't need to have applied, or been approved for these, at the time of submitting your application.

10. Contact us

Please reach out to Heritage NSW if you have any questions.

Who to contact for help

Heritage NSW

Phone: 02 9873 8500

Email: heritagemailbox@environment.nsw.gov.au

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