



Australian Government

Department of the Environment, Water, Heritage and the Arts

**COMMEMORATION OF HISTORIC EVENTS
AND
FAMOUS PERSONS (CHEFP)
PROGRAM
Guidelines
For the 2008-09 financial year**

The “Commemoration of Historic Events and Famous Persons” (CHEFP) Program is an Australian Government funding initiative that provides assistance for projects that commemorate people, events and places of national historic significance.

These Guidelines should be used when completing the “Commemoration of Historic Events and Famous Persons” (CHEFP) Application Form.

**Completed applications must be received by the
Strategies and Incentives Section in Canberra by
Friday 12 December 2008.**

For further information on this program contact:

Strategies and Incentives Section
Heritage Division
Department of the Environment, Water, Heritage and the Arts,

Phone: 1800 653 004 (Free Call – voicemail)

Email: chefpgrants@environment.gov.au

1. What is the *Commemoration of Historic Events and Famous Persons (CHEFP)* grants program?

The *Commemoration of Historic Events and Famous Persons* grants program is an Australian Government funding initiative that provides assistance for projects that commemorate people, events and places of national historic significance.

The *Commemoration of Historic Events and Famous Persons* program is administered by the Department of the Environment, Water, Heritage and the Arts on behalf of the Australian Government Minister for the Environment, Heritage and the Arts.

The program was established in 1978 when the Australian Government provided funds for the maintenance and conservation of graves of former Australian Prime Ministers and, where appropriate and necessary, for erecting suitable plaques.

The program now includes the conservation of graves of people of national historic significance and the construction or conservation of monuments, plaques and statues that commemorate people, events and places of national historic significance.

2. About the grants

2.1 What types of projects are eligible?

The program specifically includes the maintenance and conservation of graves of former Prime Ministers and Governors-General buried in Australia.

Other eligible projects may include:

- The conservation of graves of people of national historic significance; and
- The construction and conservation of monuments, plaques and statues that commemorate people, events and places of national historical significance.

Construction of grave-site memorials to famous Australians is considered on the merits of each case. The applicant must provide evidence that he/she has consulted the next of kin and has their agreement.

What types of projects are ineligible?

The following are NOT eligible under the CHEFP program;

Maintenance of graves

- The maintenance of graves (other than those of Prime Ministers and Governors-General) is the responsibility of the next of kin. Maintenance includes general repair work such as painting, weeding, or graffiti removal.

Capital works

- Capital works refers to the erection, restoration or maintenance of buildings.

Site management plans

- Site management plans or conservation surveys for historic sites or buildings.

Overseas projects

- Projects not within Australia.

War-related projects

- Battlefield memorials commemorating battle exploits of members of the Australian Defence Force and other war-related proposals, whether overseas or in Australia.

Publications

- Research for, and production of, publications commemorating an historic event or famous person.

Museums

- The construction of exhibitions or museum displays commemorating an historic event or famous person.

Medallions

- Commemorative medallions to mark a national historic occasion or famous person.

Archaeological work

- Archaeological surveys of historical sites.

2.3 Who can apply?

To be eligible you must be, at the closing date for applications:

- A not-for-profit body that is legally incorporated in Australia:
- An individual person of Australian citizenship; or
- A local government authority.

State and Commonwealth departments or entities are not eligible to apply.

All applications will be considered equally on the basis of merit. However, special preference will be given to applications from not-for-profit organisations and individuals.

2.4 Grant Funding

Funding available under CHEFP is modest. The program has an annual budget of \$20,000. Individual grants are usually for no more than \$5,000. Any application must compete on its merits against other applications.

3. How to apply for CHEFP funding

All requests for funding must be received on the *Commemoration of Historic Events and Famous Persons* official application form. It must be signed by an office holder of your organisation or an employee with authority to sign it.

As there are limited funds available through the program, all applications will be assessed and ranked on the basis of information provided in the application form. Only information included in, or attached to, the application will be considered in making this assessment.

Given the level of competition for CHEFP funding, it is important that your application provides full details of the proposal, including an explanation of its national significance, the total estimated cost and any other sources of funding sought or provided, eg, state or local government assistance or by subscription, fund raising etc. You should also ensure that your application addresses each of the Selection Criteria.

**Completed applications must be received by the
Strategies and Incentives Section in Canberra by
Friday 12 December 2008.**

The signed application and supporting documentation should be forwarded to:

CHEFP Program
Strategies and Incentives Section
Heritage Division
Department of the Environment, Water, Heritage and the Arts
GPO Box 787
CANBERRA ACT 2601

Alternatively, you may forward an electronic version of your signed application in word format to: chefpgrants@environment.gov.au

For further information on this program contact:

Strategies and Incentives Section
Department of the Environment, Water, Heritage and the Arts
Phone: 1800 653 004 (Free call - voicemail) or (02) 6274 1792

HOW TO COMPLETE YOUR APPLICATION FORM

SECTION 1 – THE PROJECT

This section asks you to state the project title. The project title should reflect the person, place or event being commemorated and the nature of the project, e.g. 'Monument to Sir Arthur Streeton'. It should be twelve words or less.

SECTION 2 – FINANCIAL CONTRIBUTIONS

This section asks you to indicate:

- 2.1** How much CHEFP funding you are requesting;
- 2.2** What you intend to contribute towards the project (ie in cash and in-kind);
- 2.3** What other contributions (ie by another organisation) have been made; and
- 2.4** The total cost of the project

All amounts must be GST inclusive.

SECTION 3 – APPLICANT/ORGANISATION

This section asks you to provide the name of the applicant/organisation applying for the funding. The applicant/organisation is the legal name of the applicant that would enter into a Funding Agreement with the Australian Government and be held legally responsible and accountable for it.

SECTION 4 – CONTACT DETAILS

This section asks you to provide the official contact details or project officer details.

- 4.1** The **official contact** would be the person responsible for signing the Funding Agreement.
- 4.2** The **project officer** would manage the project on a regular basis and be our contact for information about detail or day-to-day aspects of the project.

SECTION 5 – ORGANISATION DETAILS

This section asks you what type of Organisation you are.

- 5.1** To be eligible to receive a grant you must be a non-profit organisation legally incorporated in Australia, an individual who is an Australian citizen or a Local Government Authority. All applications will be considered equally on the basis of merit. However, during the final assessment of highly placed projects, special preference may be given to applications from not-for-profit organisations and individuals.
- 5.2** You must also provide an Australian Business Number (ABN) or Australian Company Number (ACN).
- 5.3** You must indicate whether the organisation is GST registered.
- 5.4** You must indicate whether the organisation is incorporated, and provide the incorporation number and date of incorporation.

SECTION 6 - PHYSICAL LOCATION OF PROJECT

This section asks where the project will be physically located (ie where the person, place or event is being commemorated).

- 6.1** Explain the accessibility of your project to the Australian people (ie the project should ideally be accessible to a significant number of Australians).

SECTION 7 - SELECTION CRITERIA

This section asks you to answer questions to address each selection criterion.

- 7.1** What activities do you propose to undertake with the grant funding?
- Describe the project including:
 - A description of the specific commemorative activity or works proposed (eg. erection of a commemorative plaque); and
 - The reasons for conducting the activity or works and how you will go about it.

Assessors will use your application to help determine whether your proposal would make an achievable and worthwhile project. Your application should therefore be clear and concise.

7.2 What is the national significance of the person, place or event?

- As this is a national program, it is important that you identify clearly why the commemoration of the person, place or event is of national significance, ie. why it would be considered worthy of commemoration in the history of Australia as a nation rather than being purely of State or local significance?
- Give a brief history of the person, place or event; and
- Give a brief statement of the national significance of the person, place or event.

7.3 What previous commemoration for this person, place or event has occurred?

- The person, place or event to be commemorated should not have already been adequately commemorated or recognised at the most appropriate place or places associated with his/her/its contribution to Australia (eg. place of birth, death or primary residence are likely to be the most appropriate places for commemorative plaques relating to a person).
- List the places where the person, place or event has already been commemorated; and
- Why is it important to further commemorate this person, place or event?

7.4 Project management

- Please list the persons involved in the proposed project. They must have the appropriate expertise to manage and complete the project.

7.5 Previous grants

- Please list all previous and current Australian, State or Territory grants your organisation has received to commemorate the same person, place or event. All grants must have been fully acquitted.

7.6 Duplication/overlap of projects

- Provide a brief explanation illustrating that your proposed project is unique and does not duplicate or overlap any other Australian Government or State funded projects to commemorate the same event or person.

7.7 Completion of project

- Provide a brief statement estimating how long it will take to complete your project. Please note that the grant is not retrospective and there can be no reimbursement for work underway or completed. Do not begin projects for

which you have sought CHEFP funding until the Funding Agreement has been signed. The project must be completed by 30 June 2009.

SECTION 8 – PROJECT BUDGET

What is the total cost of your project? What other financial assistance do you have to help fund it? What is the basis for your costings? What are you contributing towards this project?

A detailed budget must include:

- Costings for the project and up-to-date quotes for the tasks/works;
- Details of how you will use CHEFP funding;
- Details of ALL other funding sources and amounts; and
- Details of your own financial and in-kind contribution to the project.

Applications should make provision for the cost of preparation of audit reports at the completion of the project, bearing in mind that these costs will not be met by CHEFP funding.

SECTION 9 – CONSULTATIONS AND APPROVALS

Evidence that the appropriate approvals have been obtained must be submitted with your application. Various entities may need to be consulted. For example:

- **Next of kin** must provide written approval if the project relates to the upgrade of a grave site of an important Australian;
 - **Local, State or National** approval may be necessary if the site on which you propose to undertake the activity is included in a heritage register;
 - **Development Approval** may be necessary if the proposal includes construction activities.
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GENERAL NOTES

Letting you know

We will write to you acknowledging receipt of your application and advising the likely date that you could expect to know the outcome of your application.

After the Minister for the Environment, Heritage and the Arts has publicly announced successful projects we will write to all applicants to tell you whether or not your project has been approved for CHEFP funding.

How are projects selected for funding?

The Minister for the Environment, Heritage and the Arts will select the projects to receive funding. The CHEFP program aims to provide assistance to a diverse range of projects across Australia. The Minister may take geographic distribution, and the diversity of projects, into account in the overall selection of applications.

In exceptional circumstances, the Minister may approve grants for longer periods, for an amount in excess of the grant maximum, or select projects outside the formal application process, provided that such projects meet the general criteria described in this document.

Funding Agreement

Successful applicants must enter into a Funding Agreement with the Australian Government through the Department of the Environment, Water, Heritage and the Arts in accordance with approved project details. The Funding Agreement must be signed by the 'official contact' (i.e. president, secretary, owner etc).

The Funding Agreement is a standard Australian Government document that sets out the general reporting, promotional and auditing terms under which funding is provided and will apply uniformly to all successful applicants. Special conditions specific to each project will be outlined in a project schedule.

You may be asked to provide progress reports, as well as a final report on completion. The results and achievements of your project will need to be demonstrated and the expenditure will need to be audited.

The project activity period commences on the date the Funding Agreement is signed by the Australian Government. There may be several weeks from the date of the approval letter to the date the Funding Agreement is signed.

The Funding Agreement takes precedence if there is any inconsistency with the Funding Agreement and the Guidelines.

PRIVACY

The Australian National Audit Office may request access to all relevant project files. Basic information about successful applicants may be disclosed publicly, for example, in media releases and in the annual report of the Department of the Environment, Water, Heritage and the Arts.

Some of the personal information requested in Sections 1-4 of this application is required of all Australian Government discretionary grants by the Department of Finance and Deregulation. The Department provides this information to the Department of Finance and Deregulation. Some of the information collected in Sections 1-4 will be stored in the Australian Government's Discretionary Grants Central Register held in the Department of Finance and Deregulation and will be available to Australian Government officers and the Government on a need to know basis.

All information submitted to the Australian Government is subject to the requirements of the *Freedom of Information Act 1982* and the *Privacy Act 1988*

GST AND ABN

The Goods and Services Tax (GST) is generally applicable to Funding Agreements where the applicant is registered for GST or required to be. Applicants are required to be registered for GST if they make or are likely to make supplies having a value exceeding \$50,000 (or \$100,000 for non-profit organisations) in any 12-month period.

You must also provide an Australian Business Number (ABN). This must be for the applicant entity that would receive the funding. If you are applying as an individual, and don't provide an ABN and are not GST registered, you will need to provide the Australian Taxation Office form called 'Statement by Supplier: (Reason for not quoting an ABN)'. If you do not provide this statement, a withholding tax of 48.5 per cent will apply to payments. The 'Statement by Supplier' is available on the internet at <http://www.ato.gov.au/content/downloads/nat3346a.pdf> or at your local post office.

If you're unsure of the GST status of your organisation and of grant funding to it, please contact the Australian Taxation Office or seek independent advice.
