



Australian Government

Department of the Environment, Water, Heritage and the Arts

NATIONAL HISTORIC SITES

Guidelines

For the 2010-11 financial year

**Applications Close:
Monday 31 May 2010.**

For further information on this program contact:

Heritage Projects Section
Heritage Division
Department of the Environment, Water, Heritage and the Arts

Phone: 1800 653 004 (Free Call)

Email: heritagegrants@environment.gov.au

National Historic Sites - Introduction

The Commonwealth Government is providing ongoing funding to help protect and conserve Australia's nationally significant historic sites. The new National Historic Sites (NHS) program, which commences in 2010-11, will assist owners and managers to maintain and conserve the special heritage values of nationally significant historic heritage sites. Nationally significant historic sites are places that have had an important role in the development of the nation's history. They help tell the story of our unique and diverse heritage. These sites are generally on national or state heritage registers.

Objectives

The NHS program is a competitive grants program that provides funding for Australia's most significant historic built heritage for:

- high priority* on-ground conservation and protection activities
- building the long term sustainability of, or enhancing public or tourist access to significant sites
- improved management outcomes, master planning or monitoring progress
- innovative projects which will enhance the long term protection of Australia's nationally significant historic sites.

* *High priority: as defined in a site's conservation management plan*

Grant funding

\$4.4 million is available in each of 2010-11, 2011-12 and 2012-13 for projects that assist in protecting and conserving Australia's most significant historic built heritage.

Applications for funding over two financial years will be considered. The guidelines may be revised each year.

Grants will generally be for 12 months.

Timing

Applications for the 2010-11 funding round will open on **21 April 2010** and close at COB on **31 May 2010**. The timing of the application period will be announced each year.

Who can apply?

An Australian citizen; a legally incorporated organisation; or a local, state or Commonwealth government authority that owns or manages:

- a place listed, or being actively considered for listing, on the National Heritage List
- a historic heritage place of national significance (generally already included on a state heritage list or the Commonwealth Heritage List.)

What types of activities are eligible for funding?

A range of activities for nationally significant historic sites will be eligible for funding under this program including:

- conservation or restoration activities identified in a conservation management plan
- development of management or master plans or improved management arrangements
- building the sustainability of sites through planning and development of facilities to enhance visitor understanding and access

What types of activities are ineligible for funding?

Funding will NOT be approved for:

- conservation works for sites that do not have a suitable management or master plan
- expenditure already incurred (retrospective funding)
- purchase of assets
- projects involving places that are recognised only for their natural heritage values rather than historic heritage values
- conservation of movable historic objects or museum items
- transfer or buying of property

What project expenses cannot be funded under the program?

The following project expenses are ineligible:

- purchases of vehicles
- international travel

What project expenses are restricted?

The following project expenses will only be considered in restricted circumstances and/or are limited to certain monetary amounts:

- Salaries and labour expenses
 - The NHS program will only fund salary expenses where these expenses are attributable to a discrete project with measurable outputs in a project plan. Funding for salaried positions related to the normal ongoing operations of an organisation will not be considered.
 - Applications may include requests for funding to engage consultants or contractors with relevant knowledge and/or specialist expertise that is needed to complete the project. If it is estimated that the cost of such work will be more than \$10,000, three written quotes must be sought with copies attached to the application. A description of the activities that these people will undertake will be required.
- Operational expenses
 - Applications for funding to assist with operational expenses (eg office accommodation, labour etc) are eligible only where the expenses can be clearly demonstrated to be additional to the normal day to day running costs of the

organisation, and are shown in the project plan to relate directly to specific project objectives, measurable outcomes and a defined timeframe.

- Purchasing equipment
 - Purchase of plant and equipment up to the value of \$2,000 may be approved only where essential to the achievement of project outcomes. Funding to lease such equipment valued at over \$2,000 may be considered where it is essential to the completion of on-ground works or to achieve specific project activities.
- Food and accommodation
 - Food and accommodation expenses are ineligible for funding unless it is demonstrated that this is essential to achieving specific project outputs detailed in the project plan.
- Domestic travel
 - Domestic travel will only be considered where it is essential to the success of the project, and it is demonstrated that this travel would contribute to specific project outputs included in the project plan.
- Hire of vehicles
 - Vehicle hire or leasing will be permitted where it can be demonstrated that this is essential to completing specific project phases or outputs detailed in the project plan.

Assessing applications and selection of projects for funding

Funding eligibility criteria

Applications will be ranked on their suitability against each of the following gateway criteria. **ALL** gateway criteria are of equal importance and must be met for a project to be considered for funding, plus the criteria relating to management planning or implementation of works (as appropriate):

Gateway criteria:

1. Applicants must represent places that are: listed on the National Heritage List or are being actively considered for listing on the National Heritage List; or the Commonwealth Heritage List or a state or territory heritage list.
2. The activity proposed in each application must assist in conserving or enhancing appreciation of the heritage values for which the place is listed.
3. Applicants must demonstrate that their organisation is committed to ongoing management of the site, including a maintenance regime following any funded planning or works.
4. Co-contribution to projects by other sources must be at least 50% of the overall project budget.
5. Sites must provide for appropriate public access and community involvement.

Additional criteria related to management planning projects:

1. Conservation management planning:
 - i. Applicants must demonstrate that personnel within their organisation have the capacity to develop and implement management plans.
2. Business planning/ visitor management planning/ master planning:
 - i. Applicants must demonstrate that a suitable conservation management plan exists for their listed place.

Additional criteria related to implementation of works:

1. Applicants must demonstrate that a suitable conservation management plan exists for their listed place.
2. Applicants must demonstrate that personnel within their organisation have the capacity to manage effective implementation of the management plans.
3. Applicants must demonstrate that their place's management plan outlines how its heritage values are going to be maintained.

Applicants are encouraged to submit applications which demonstrate forward planning. An example would be an application for funding for planning in the first year, followed by intention to apply for funding for implementation of the planning in years two and/or three.

Projects with an innovative approach to achieving best practice heritage conservation and management outcomes will be welcome.

Assessment processes

The Australian Government is committed to ensuring that the process for funding projects under the program is fair and in accordance with the published Commonwealth Grant Guidelines, as may be varied by the Australian Government from time to time.

Applications will be assessed against the eligibility criteria which must be met in order for a project to be considered. Each project proposal will be assessed on its merits and suitability for the program, as well as being compared to other project proposals submitted in the same funding round. Assessment of applications will be undertaken by an internal panel from the Department of the Environment, Water, Heritage and the Arts, and reviewed by an external panel of experts, including members of the Australian Heritage Council. Advice from the external panel will inform Departmental recommendations made to the Minister for Environment Protection, Heritage and the Arts for final decision.

The Minister for Environment Protection, Heritage and the Arts will approve the projects to receive funding. In selecting the projects to receive funding, the Minister may select strategic or exceptional projects from outside the competitive funding round, provided such projects meet the objectives of the program.

How to apply for funding

All requests for funding must be received on the "National Historic Sites" application form. The application form must be signed by an office holder of your organisation or an employee with authority to sign it.

What to include

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. It is important that your application provides full details of the proposal, including an explanation of the significance of the site, a timeline and project plan, a budget that indicates the total estimated cost of the proposed work and any other sources of funding sought or provided, e.g. cash or in-kind contributions. You should also ensure that your application addresses each of the eligibility criteria.

Completed and signed hard copy applications, including supporting documentation, must be postmarked no later than COB on **Monday 31 May 2010** and sent to:

National Historic Sites
Heritage Projects Section
Heritage Division
Department of the Environment, Water, Heritage and the Arts
GPO Box 787
CANBERRA ACT 2601

Please also provide a copy of your application by email to:

heritagegrants@environment.gov.au

For further information, please contact the Heritage Projects Section by phone on 1800 653 004 (free call) or by email at heritagegrants@environment.gov.au.

Letting you know

We will write to you acknowledging receipt of your application and advising the likely date when you could expect to know the outcome. After the Minister for Environment Protection, Heritage and the Arts has approved successful projects we will write to all applicants to inform them whether or not their project has been successful.

Successful projects will be published on the Department's website, in accordance with the Commonwealth Grant Guidelines.

Funding agreement

Successful applicants must enter into a funding agreement with the Australian Government in accordance with project details approved by the Minister for Environment Protection, Heritage and the Arts.

The funding agreement sets out the general reporting, promotional and auditing terms under which funding is provided and will apply uniformly to all successful applications. Special conditions may vary from project to project and will be outlined in the project schedule. A final report demonstrating the results of your project will be required on completion. You may also be asked to provide progress reports.

The funding agreement takes precedence if there is any inconsistency between the funding agreement and the guidelines.

All funding agreements must be signed within 45 days of formal notification by the Department of the applicant's success.

Commencement date and payment of funding

The project commencement date is the date that the signed (by the official contact) funding agreement is co- signed by a delegate of the Department of the Environment, Water, Heritage and the Arts (the funding agreement is 'executed'). A copy of the completed funding agreement will be returned to you for your records.

Funds will be paid following the execution of the funding agreement in accordance with the agreed milestones and payment schedules, provided that you have met any conditions required before the commencement of your project, as set out in the funding agreement.

Timing of payments

Grants will be paid as scheduled payments based on meeting milestones as outlined in the funding agreement between the Commonwealth and the recipient. For grants of less than \$50,000, two milestone payments will be made, with three milestone payments being made for amounts over \$50,000.

Monitoring and evaluation

In line with standard Australian Government audit and evaluation requirements, all projects funded will be subject to financial and performance monitoring and evaluation to ensure that they are meeting specified milestones and performance indicators as detailed in the funding agreement.

The outcomes of activities funded by this program will be measured by reporting against one or more performance indicators relevant to your project. Performance indicators will be determined by the Department and may be subject to change during the project. Examples of the types of performance indicators used include:

- description of the progress made against the approved project plan
- photographic evidence of the progress and completion of conservation or other funded activities.

You will need to keep written records of your activities and monitor the results. This information will help you to evaluate and report on the success of your project. Occasionally staff from the Department may contact applicants to check how a project is progressing, or to arrange a visit to the project site. You must also keep proper accounting records for all project costs, including cash and in-kind contributions. You will have to account for your expenditure of program funds and this should match funds received. We may contact you to arrange an audit of your financial records.

Reporting requirements

Successful proponents must submit project milestone or other reports as specified in the funding agreement in order to receive milestone payments.

A final report and an independent audited financial statement will be required at the conclusion of the project, which provide evidence of successful completion of the project.

Additional project reporting

Depending on the nature and scale of the project, you may be asked to provide specific data and/or other evidence as part of your reporting requirements, in a manner agreed and specified in the funding agreement.

Compliance with relevant laws

All projects must comply with relevant Commonwealth, state, territory and local authority environmental, heritage and planning laws, including the National Code of Practice for the construction industry. This requirement is specified in the funding agreement, and action may be taken to cancel the project or retrieve project funds where such laws have not been complied with.

Promotion and publicity

Successful applicants must agree to acknowledge Australian Government support. Any signage or publications must carry an appropriate Australian Government logo (logo and guidelines for their use will be supplied to grant recipients). The Australian Government reserves the right to publicly disclose information about the project in any promotional material in a manner agreed and specified in the funding agreement.

Privacy

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

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. 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.

You must also provide an Australian Business Number (ABN). This must be for the applicant entity which 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 percent would apply to payments. The 'Statement by Supplier' is available on the internet at <http://www.ato.gov.au> or at your local post office.

Complaints and disputes

The Department is committed to best practice in relation to resolving disputes and/or complaints. Should a problem or complaint be identified, please contact the Heritage Projects Section on 1800 653 004 or by email at heritagegrants@environment.gov.au. All unsuccessful applicants will be invited to participate in a feedback interview at the end of the process should they require.