



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Agriculture,
Water and the Environment

Sample application form

Australian Heritage Grants 2021-22 Grant Opportunity

Version 21 September 2021

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

Select the Participants button

Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

Sample

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

Australian Business Number (ABN)

or

Australian Company Number (ACN)

Indigenous Corporation Number

Australian Registered Body Number

Australian Registered Scheme Number

Incorporated Association Registration

Co-operative Registration Number

Charity status

Not for profit status

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

Field 1 select --- Australian Heritage Grants 2021-22

Field 2 select --- Australian Heritage Grants 2021-22

When you have selected the program, the following text will appear.

The Australian Heritage Grants Program provides \$5.347 million per annum with a call for applications each year. This is the fourth year of this program.

The objectives of the program are

- improved recognition, conservation and preservation of National Heritage List place values, and access to National Heritage listed places
- enriched appreciation of the values of listed National Heritage places through improved community engagement.

The maximum grant amount is \$400,000 and the minimum is \$25,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on Thursday, 28 October 2021. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Australian Heritage Grants 2021-22 grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity your organisation is. *

- an Australian State/Territory Government agency or body
- an Australian local government agency or body as defined in section 14
- a Commonwealth corporate entity
- an entity incorporated in Australia (this includes Indigenous land management organisations registered with the Office of the Registrar of Indigenous Corporations)
- a registered Aboriginal and Torres Strait Islander land council
- a partnership
- an individual 18 years old or over
- an incorporated trustee on behalf of a trust
- none of the above.

You must select an answer to proceed to next question.

Will your project be undertaken on an Australian National Heritage Listed place (see Appendix A of the guidelines)?*

Select from the drop down list

Yes or No

You must answer yes to proceed to the next question

Select which option is applicable*:

- I am the site owner of a place on the Australian National Heritage List
- I am a site manager of a place on the Australian National Heritage List. I have management arrangements or the written support of the site owner.
- I am not the site owner or site manager of a place on the Australian Heritage List. I have the written support of the site owner and/or site manager
- none of the above.

If you are the site manager you will be required to attach current management arrangements or a letter from the site owner.

If you are not the site owner or site manager you will be required to attach a letter of support from the site owner and/or site manager.

If you require contact details for the site owner or site manager contact us on 13 28 46.

Select from the drop down list

You must answer yes to proceed to the next question

Are you able to meet your share of project costs (a minimum of 20 per cent of total project cost) or demonstrate that your organisation is unable to meet this requirement through either financial or in-kind contributions? *

We may waive the requirement for you to meet your share of project costs under exceptional circumstances, where you can clearly demonstrate that your organisation is unable to meet this through either financial or in-kind contributions. You will be asked to demonstrate your response at F Project Budget.

Select from the drop down list

Yes or No

You must answer yes to proceed to the next question.

Will your project do one or more of the following? *

- maintain, protect and/or conserve the National Heritage values of one or more listed places
- repair essential infrastructure impacted by severe weather events on one or more listed places
- improve engagement with, and awareness of, the National Heritage values of one or more of the listed places
- improve access to one or more listed places

Select from the drop down list

Yes or No

You must answer yes to proceed to the next question.

Do you agree that you have, or will obtain, any licenses or approval required to undertake the project? *

Select from the drop down list

Yes or No.

You must answer yes to proceed to the next section.

Can you declare that you and any project partner/s are not included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' (see [website: https://www.nationalredress.gov.au/](https://www.nationalredress.gov.au/))?*

Select from the drop down list

Yes or No.

You must answer yes to proceed to next question.

Can you declare that you and any project partner/s have not been named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act (2012)* (see [website: https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list](https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list)).*

Select from the drop down list

Yes or No.

You must answer yes to proceed to next question.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there, you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there, you can enter manually.

Sample

D. About your organisation

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

D.1. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

\$2 million should be presented as \$2,000,000

Has the applicant existed for a complete financial year?

If no, enter the number of months completed in the financial year to date.

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

Taxable income

Taxable income or loss as per your organisation's income tax return form.

Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.2. Your ANZSIC code

Provide from a drop-down menu:

your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification (ANZSIC).

D.3. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

name of the grant recipient

a project title

a brief project description and its intended outcome

amount of grant funding awarded.

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit the listed place.

Example project description: This project will repair and remediate the structure at the building's west end of the National Heritage List site. The works will include the strengthening and replacement of structural members damaged by termite and borer attack and the reassembly of structural connections. The works will also include the installation of footings under structural poles to assist in bringing all the structural members and building's western roof back to their original levels.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for guidance on the project plan.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Listed Heritage Place

Name of National Heritage List listed place

See Appendix A of the guidelines for a list of Australia's National Heritage List listed places and listed values. Any place added to the National Heritage List prior to the grant opportunity closing date will be considered a listed place and be eligible.

E.5. Project aims

Refer to Appendix A in the grant opportunity guidelines for listed values for individual National Heritage List listed places. You can select multiple responses.

Which of the heritage values of the listed site will your project relate to?

- Historic
- Indigenous
- Natural

Explain how your project will protect and promote the listed values of the National Heritage List listed place.

Your response is limited to 750 characters including spaces and does not support formatting.

E.6. Project risk

Explain your plan for managing risks including identifying risks, impacts and mitigation strategies.

Your response is limited to 5000 characters including spaces and does not support formatting.

How will you adapt the project if Government restrictions in response to the COVID-19 pandemic impacts project delivery?

Your response is limited to 5000 characters including spaces and does not support formatting.

E.7. Project duration

Estimated project start date

Estimated project end date

Estimated project length (in months)

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 36 months. The earliest start date is 1 March 2022 and your project must be completed by 31 March 2025.

E.8. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be between the project start and end dates.

Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

Description

Your response is limited to 750 characters including spaces and does not support formatting.

Estimated start date

Estimated end date

E.9. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site. One of your project locations must be one of the places on the Australian National Heritage List.

A project site must be a street address. Do not provide a postal address, institution or building name.

Project site address

Estimated percentage of project value expected to be undertaken at site

E.10. Project contribution waiver

Are you seeking a waiver of your requirement to meet your share of project costs (20 per cent of eligible project costs), under exceptional circumstances where you can clearly demonstrate that your organisation is unable to meet your share of project costs through either financial or in-kind contributions?

We may waive the requirement to meet your share of project costs under exceptional circumstances. You will need to provide a detailed justification below.

Select from the drop down list

Yes or No

If you select yes, outline the reasons you are not able to meet your share of project costs.

Before completing this part of your form, please contact us on 13 28 46.

Your response is limited to 2000 characters including spaces and does not support formatting

F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project. Provide a summary of your eligible project expenditure over the life of the project.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$25,000. The grant amount will be up to 80 per cent of eligible project expenditure (grant percentage) unless you seek a waiver of your requirement to meet your share of project costs (20% of eligible project costs).

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour and on costs		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contract (including expert advice)		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Research Costs		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Domestic Travel		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2024/25	\$
	Communications/ Promotion		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Approvals – Planning, environment or regulatory		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Equipment Hire/Purchase		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contingency costs		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Administrative costs		\$
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Other Eligible Expenditure		\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2021/22	\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
Total			\$

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines. You will not be able to submit your budget unless the total project costs equals the contributions plus the grant funding requested.

If you selected 'other eligible expenditure' provide details of this expenditure

Your response is limited to 750 characters including spaces and does not support formatting.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

grant amount sought

your contribution

other contributions as allowed in the grant opportunity guidelines

F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

The minimum grant amount under this grant opportunity is \$25,000. The maximum grant amount under this grant opportunity is \$400,000.

F.4. Contributions

You will need to provide the following information for all other sources of funding

Name of contributor

Type of contributor

Contributors are divided into the following types

- Your contribution*
- Other non-Commonwealth government grants*
- Other non-government contribution*

Value of contribution

Date due of contribution

Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

Sample

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 60 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (40 points)*

Your response is limited to 5000 characters including spaces and does not support formatting.

The extent that your project maintains, protects, conserves and improves access to places on the National Heritage list

You must describe the activity and provide information that demonstrates:

- how your project:
 - maintains, protects, conserves and/or improves access to the values of the listed place and/or
 - improves engagement or awareness of the values for which the place was listed
- how your project aligns with management plans, strategies and priorities, and broader national, regional or local plans and priorities applicable to the listed place.

You can attach excerpts of the relevant sections later in the form from the following documents for the listed place to support your claims against merit criterion 1. These documents should be referenced in your response:

- *management plan for the listed place (where it exists)*
- *strategies and priorities for the listed place*
- *broader national, regional and local plans and priorities relative to the listed place*

G.2. Assessment criterion 2 (30 points) *

Your response is limited to 5000 characters including spaces and does not support formatting.

When preparing your application, you should outline how you will adapt the project if Government restrictions in response to the COVID-19 pandemic impact project delivery. Projects need to be designed to ensure participants' health and safety.

You must attach your project plan later in the form.

Capacity, capability and resources to deliver the project

You should demonstrate this by:

- proving your track record, and project partner track record (if you have project partners), to successfully carry out similar projects
- describing how you will manage the project including budget and risk management. A project plan must be attached (refer to 7.1.1 of the guidelines for guidance)
- identifying your strategy to maintain the project outcomes beyond the term of grant funding.

G.3. Assessment criterion 3 (30 points) *

Your response is limited to 5000 characters including spaces and does not support formatting.

Impact of grant funding on your project

You should demonstrate this by:

- justifying the funding amount requested with respect to the project activities and intended outcomes
- identifying the positive impact in terms of heritage values the grant will have on your project
- justifying the need for grant funding and the urgency of the project.

H. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines. You must attach a letter of support from each project partner.

You must provide

Australian Business Number (ABN) where applicable

Other registration number where applicable

Business address

Postal address

Contact details

Details of contributions to the project

Project partner letter of support attached.

I. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this applicant.

Account details

Account name

BSB

Account number

Payment contact

Title

Given name

Family name
Position Title
Email address
Phone Number

J. Application finalisation

You must answer the following questions and add any supporting documentation required.

J.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

J.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3. Additional information

You must attach the following supporting documentation where applicable. You should only attach documents we have requested or you have referred to in your application.

- Proof of Identity (if applicable)
Proof of identity documents for individuals outlined in section 7.2 of the guidelines
- Letter of Support (if applicable)
A letter of support from the site owner and/or site manager of the listed place where you are not the site owner or site manager
- Management Arrangements (if applicable)
Evidence of management arrangements are required where you are the site manager.
- *Project Plan to support Assessment criterion 2 **
*A project plan to support your claims against assessment criterion 2. Refer to section 7.1.1 of the guidelines for guidance **
- Trust Deed (if applicable)
Trust deed
- Evidence of Not for Profit organisation (if applicable)

Where you have indicated your entity type is a not for profit organisation, refer to section 4.1 of the grant opportunity guidelines and demonstrate your 'not for profit status' through one of the given options: Incorporated association registration number or certificate of incorporation; current ACNC registration; constitutional documents or legislation

- Excerpts to support your claims against Assessment criterion 1

A management plan for the listed place, strategies and priorities for the listed place, broader national and regional plans and priorities relative to the listed place

Sample

K. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant. All correspondence will be directed to this person.

The details include

Given name

Family name

Position title

Email address

Phone number

Mobile number

Primary address

Sample

L. Application declaration

In order to submit your application you will be required to agree to the following declaration.

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

[Australian Government Public Data Policy Statement](#)

[Commonwealth Grants Rules and Guidelines](#)

Grant opportunity guidelines

applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- a. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2. Applicant declaration

I declare that I have read and understood the Australian Heritage Grants 2021-22 Grant Opportunity Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about

the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid. I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

Sample