



## Grant Opportunity Guidelines

# Australian Heritage Grants 2019-20 Grant Opportunity

<b>Opening date:</b>	27 August 2019
<b>Closing date and time:</b>	5pm AEDT on 22 October 2019
<b>Commonwealth policy entity:</b>	Department of the Environment and Energy
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	27 August 2019 Updated 27 July 2022
<b>Type of grant opportunity:</b>	Open competitive

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# 1. Australian Heritage Grants processes

**The Australian Heritage Grants Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program which contributes to Department of the Environment and Energy's (DoEE) Outcome 1: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances.

The DoEE works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



**The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](http://business.gov.au) and GrantConnect.



**You complete and submit a grant application**

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



**We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



**We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



**Grant decisions are made**

The Minister decides which applications are successful.



**We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**We enter into a grant agreement**

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Australian Heritage Grants**

We evaluate the specific grant activity and Australian Heritage Grants program as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Australian Heritage Grants Program (the program) provides \$5.347 million ongoing per annum from 2018-19, with a call for applications each year. This is the second year of this program.

The program will provide support to protect and promote the listed values of [National Heritage List](#)<sup>1</sup> places through strengthened recognition, management, conservation and public engagement. National Heritage listed places are referred to as 'listed places' in these guidelines. All listed places recognised for their natural, Indigenous, or historic heritage values as outlined in the listed place's gazettal notice may be eligible for funding under this program. Refer to Appendix B for all places included on Australia's National Heritage List and links to their listed values.

The program's intended outcomes 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.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>2</sup>.

There will be future rounds of this program. We will publish the opening and closing dates and times and any other relevant information on [business.gov.au](#)<sup>3</sup> and [GrantConnect](#)<sup>4</sup>.

We have defined key terms used in these guidelines in Appendix A.

You should read this document carefully before you fill out an application.

## 3. Grant amount and grant period

Up to \$5.347 million is available for successful grant applicants in 2019-20.

### 3.1. Grants available

You can apply for, and receive, up to two grants per listed site through this grant opportunity. You must be able to deliver each project independently.

The grant amount will be up to 80 per cent of eligible project costs (grant percentage).

- The minimum grant amount is \$25,000 (GST Exclusive).
- The maximum grant amount is \$400,000 (GST Exclusive).

The remaining 20 per cent of eligible project costs we consider your contribution.

You can fund your contribution from any source including State, Territory and local government grants.

Your contributions can be either cash or in-kind. In-kind contributions must be assigned a monetary value and be auditable. Where you identify in-kind contributions, you must demonstrate how you have calculated their value.

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<sup>1</sup> <http://www.environment.gov.au/heritage/places/national-heritage-list>

<sup>2</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

<sup>3</sup> <https://www.business.gov.au/>

<sup>4</sup> <https://www.grants.gov.au/>

Under exceptional circumstances you can request an exemption from having to contribute to project costs. To receive an exemption you must clearly demonstrate that your organisation is unable to meet 20 per cent of project costs through either financial or in-kind contributions.

### 3.2. Project period

You must complete your project by 30 June 2023.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible?

To be eligible you must:

- be a site and land owner of the listed place (Appendix B), or have the written support of the site and land owner of the listed place
- have an Australian Business Number (ABN), unless you are not entitled to an ABN (information regarding ABN entitlement is available on the [ATO website](#)).

and be one of the following entities:

- a State/Territory agency or body
- a local government agency or body
- Commonwealth corporate entity
- an entity incorporated in Australia (this includes Indigenous land management organisations registered under the Office of the Register of Indigenous Corporations)
- a registered Aboriginal and Torres Strait Islander land council
- a partnership
- an individual.

If you are applying as an individual you must be 18 years of age or older.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. To be a lead organisation in a joint application you must have an ABN and be an entity other than an individual. For further information on joint applications, refer to [section 7.2](#).

### 4.2. Additional eligibility requirements

In addition to the eligibility criteria above, you must also:

- be able to meet your share of project costs (a minimum 20 per cent of total project cost) unless you are requesting an exemption
- provide the relevant mandatory attachments
- agree that you will deliver your project in accordance with relevant legislation, policies and industry standards (listed at [10.2](#))
- agree that you have, or will obtain, any licenses or approvals, required to undertake the project

- where you are not the site or land owner of a listed place, provide a current letter of support from the site or land owner of the listed place for your project. A template is available at Appendix C and on [business.gov.au](https://www.business.gov.au)<sup>5</sup> and [GrantConnect](https://www.grants.gov.au)<sup>6</sup>
- have consulted relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, and received a letter of support for your project.

We may waive the requirement 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.

#### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- an unincorporated association
- a trust (however a trustee may apply on behalf of a trust provided they meet the eligibility requirements in 4.1)
- a non-corporate Commonwealth Government agency or body.

## 5. What you can grant use the for

### 5.1. Eligible activities

To be eligible your project must:

- do one or more of the following:
  - maintain, protect or conserve the National Heritage values of one or more listed places
  - improve access to one or more [listed places](#)
  - improve engagement with, and awareness of, the National Heritage values of one or more listed places.
- include eligible activities and eligible expenditure
- be completed by 30 June 2023  
 (Note that projects that require approval under the [Environment Project and Biodiversity Conservation Act 1999](#)<sup>7</sup> (the *EPBC Act*) must allow for this approval process which may take a number of months. The approval process may influence your ability to deliver the proposed works within the required timeframe. (Refer to section 10.2 of the Act or the [Significant Impact Guidelines 1.1 – Matters of National Environmental Significance](#).<sup>8</sup>)

Eligible activities must directly relate to the project and can include:

- activities identified in the management plan for the protection of the values of the listed place

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<sup>5</sup> <https://www.business.gov.au>

<sup>6</sup> <https://www.grants.gov.au/>

<sup>7</sup> <http://www.environment.gov.au/epbc>

<sup>8</sup> <http://www.environment.gov.au/epbc/publications/significant-impact-guidelines-11-matters-national-environmental-significance>

- developing a new, or revised management plan for a listed place, where this is not a statutory obligation under state legislation
- activities that align with strategies and priorities for the protection of the values of the listed place (where there is no management plan in place)
- essential building conservation works to restore listed place values
- activities that enhance the Australian public's understanding of, engagement with, and access to the listed values of a listed place
- developing innovative ways to present values of a listed place (e.g. website or app interactive tours, virtual reality tours) which makes them accessible without needing to be on-site
- improving physical access to areas with the specific aim of fostering awareness of the values of the listed place without impacting on those values
- improving accessibility for people with disabilities including physical alterations (e.g. ramps, alterations to paths) as well as accessible services such as plain English or large text guides, hearing loops etc.
- improving access to a heritage site by specific parts of a community, for example developing educational program or materials targeted at people from other cultures or socio-economic groups.

A list of Australia's National Heritage places is in Appendix B. Any place added to the National Heritage List prior to the grant opportunity closing date will be considered a listed place and be eligible under the grant opportunity.

Where you are not the site owner of the listed place, you must have the support of the site owner for the project and all activities within the project in writing (refer to section 7.1). If the site owner and land owner are different entities, you must also have the support of the land owner. If you require contact details for the site owner, you should contact us through [business.gov.au](mailto:business.gov.au) or on 13 28 46.

We cannot fund your project if it receives funding from another Commonwealth Government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Australian Heritage Grant or the other Commonwealth grant.

## 5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project.

Eligible expenditure items include:

- salaries for staff working on the project, direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs or expert advice directly related to the project
- research costs directly related to the project
- communication and promotional costs directly related to the project



- costs you incur to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible.
- materials and equipment hire/purchase directly related to the project.
- domestic travel or accommodation expenses that are directly related to the project activities.
- project contingency costs
- administrative costs related to the project

The program delegate makes the final decision on eligible expenditure and may give additional guidance on eligible expenditure if required. You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

### 5.3. What you cannot use the grant for

You cannot spend grant funds on:

- administrative costs and overheads related to the ongoing operations of an organisation or an individual's commercial operation (e.g. project coordination, office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance costs, costs associated with legally required documents such as cultural heritage site searches, permits etc.)
- food, alcohol, or international travel or accommodation expenses
- salaries and labour related to the ongoing operations of your organisation or commercial operation
- celebrations or promotional activities not associated with activities detailed in a management plan
- commercial tourism developments
- roadworks or helipads
- amenity upgrades
- facilities, including function and office facilities, for activities not focused on the values of the listed place
- establishing or upgrading food outlets on listed places
- the purchase, lease, transfer or acquisition of land or property.

## 6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score highly (at least 60 per cent) against all assessment criteria, as these represent best value for money.

## 6.1. Assessment criterion 1

### **The extent that your project maintains, protects, conserves and improves access to places on the National Heritage list (50 points)**

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

## 6.2. Assessment criterion 2

### **Capacity, capability and resources to deliver the project (30 points)**

You must demonstrate this by:

- proving your track record, and project partner track record where applicable, to successfully carry out similar projects
- describing how you will manage the project including budget and risk management
- identifying your strategy to maintain the project outcomes beyond the term of grant funding.

## 6.3. Assessment criterion 3

### **Impact of grant funding on your project (20 points)**

You must demonstrate this by:

- justifying the funding amount requested with respect to the project activities and intended outcomes
- identifying the positive impact the grant will have on the scale or timing of your project.

# 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](http://business.gov.au) and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [program application form](#) on [business.gov.au](http://business.gov.au)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that

you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

### 7.1. Attachments to the application

Provide the following documents with your application:

- a letter of support from the site owner and/or land owner of the listed place where you are not the site owner or land owner
- trust deed (where applicable)
- for joint applications, a letter of support from each of the project partners.

You may also attach:

- a letter of support from a Traditional Owner or Indigenous organisation with landowning/management rights or responsibilities, or with these rights being determined
- a letter of support from any relevant advisory and/or consultative group or committee (where applicable)
- excerpts of the relevant sections from the following documents where applicable for the listed place to support your claims against the assessment criterion 1:
  - management plan for the listed place (where it exists)
  - strategies and priorities for the listed place
  - broader national and regional plans and priorities relative to the listed place.
- a more extensive project plan to support your claims against assessment criterion 2.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

### 7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project around March 2020

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	5-8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Date of grant agreement execution
End date of grant commitment	31 December 2023

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We refer your application to the departmental assessment committee, which includes representatives from the Department of the Environment and Energy and the Department of Industry, Innovation and Science. The committee may also seek additional advice from independent technical experts.

The committee will assess your application against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

They will also consider the following factors:

- urgency of conservation
- geographical spread of projects
- project types

- previous Australian Government heritage grant funding for the site. (Priority will be given to sites that have not been funded under previous grant rounds)
- any non-compliance in relation to previous grant activity.

To recommend a project for funding it must score highly against each assessment criterion. While we assess all eligible applications against the same assessment criteria, we will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 8.1. Who will approve grants?

The Minister decides which grants to approve, taking into account the recommendations of the assessment committee and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

The Minister will not approve grant funding if there are insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. You must not start any project activities until a grant agreement is executed ('execute' means both you and the Commonwealth have signed the agreement).

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of funding.

If you enter an agreement under this program, you cannot receive other grants for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information provided in your application. We will review any required changes to these details to ensure they do not affect the project as approved by the Minister.

## 10.2. Project specific legislation, policies and industry standards

Projects must be carried out in accordance with policies and industry standards, including (where applicable):

- [The Burra Charter](#)<sup>9</sup> (The Australia ICOMOS Charter for Places of Cultural Significance) 2013 (Burra Charter)
- [Engage early](#)<sup>10</sup> guidance for proponents on best practice Indigenous engagement for environmental assessments under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
- [Arrive Clean, Leave Clean](#)<sup>11</sup> (how to prevent the spread of invasive plant diseases and weeds during activities such as weeding and revegetation)

You must comply with all relevant laws and regulations. The following requirements may apply:

- [Code for the Tendering and Performance of Building Work 2016](#)<sup>12</sup> (Building Code 2016)
- [Australian Government Building and Construction WHS Accreditation Scheme](#)<sup>13</sup> (WHS Scheme)
- [Environment Project and Biodiversity Conservation Act 1999](#) (the EPBC Act)<sup>14</sup>. A project that may have a significant impact on the values of the listed site must refer that action to the Minister for a decision on whether assessment and approval is required under the EPBC Act. It may need to undergo an approval process that takes a number of months. Note that the approval process may influence the timeframe within which you can deliver your proposed works. Please refer to the [Significant Impact Guidelines](#)<sup>15</sup> for further guidance.
- Work Health and Safety (WHS). You must comply (and ensure that any of your subcontractors comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority including those arising under the WHS Laws. You will be responsible for identification and assessment of safety risks, identification

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<sup>9</sup> <http://australia.icomos.org/publications/charters/>

<sup>10</sup> <http://environment.gov.au/epbc/publications/engage-early>

<sup>11</sup> <http://www.environment.gov.au/biodiversity/invasive-species/publications/arrive-clean-leave-clean>

<sup>12</sup> <https://www.abcc.gov.au/building-code/building-code-2016>

<sup>13</sup> <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

<sup>14</sup> <http://www.environment.gov.au/epbc>

<sup>15</sup> [http://www.environment.gov.au/system/files/resources/42f84df4-720b-4dcf-b262-48679a3aba58/files/nes-guidelines\\_1.pdf](http://www.environment.gov.au/system/files/resources/42f84df4-720b-4dcf-b262-48679a3aba58/files/nes-guidelines_1.pdf)

and implementation of mitigation strategies to address such risks, and for ensuring the safety of any participants in the project.

- Working with children checks. Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children check. You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

To be eligible, you must declare in your application that you comply with these requirements. You will also need to declare you can meet these requirements in your grant agreement with the Commonwealth.

### 10.3. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- percentage of costs covered by the grant (grant percentage).

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

For grants up to and including \$50,000, we will make an initial payment of 90 per cent of the grant on execution of the grant agreement.

For grants over \$50,000, we will make an initial payment on execution of the grant agreement. We will make a subsequent payment six months in advance based on your progress against milestones and your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project.

### 10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>16</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

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<sup>16</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your project

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

### 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

#### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).



We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

#### 12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

If your project involves developing a new or revised management plan for a listed place you must also provide a final electronic copy of the completed plan.

#### 12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 12.3. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

### 12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but not beyond 30 June 2021 (unless approved by the program delegate)
- changing project activities

Note the program does not allow for:

- an increase of grant funds

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department

- changes to the timing of grant payments
- availability of program funds.

### 12.5. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

### 12.6. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government through the Australian Heritage Grants Program.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>17</sup> of the [Public Service Act 1999 \(Cth\)](#)<sup>18</sup>. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)<sup>19</sup>.

## 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants

### 13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public

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<sup>17</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>18</sup> <https://www.legislation.gov.au/Details/C2017C00270>

<sup>19</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

### 13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites

You may read our [Privacy Policy](#)<sup>20</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information

### 13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

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<sup>20</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

General Manager  
Business Grants Hub  
Department of Industry, Science and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>21</sup>](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>21</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Glossary

Term	Definition
Access	<p>The means or opportunity to promote greater awareness, knowledge and engagement with National Heritage Listed places through improved:</p> <ul style="list-style-type: none"> <li>▪ information on heritage places through new or existing information platforms (such as websites, new technologies or specialised applications such as social media, apps or other site-specific applications) to interpret the values of the site or present the heritage stories for which the place is listed</li> <li>▪ design of resources, products, devices, services or environments to improve informational access to the site</li> <li>▪ design of resources, products, devices, services or environments to improve physical access to the site</li> </ul>
AEDT	Australian Eastern Daylight Time
Application form	The document issued by the program delegate that applicants use to apply for funding under the program.
Assessment Committee	Consisting of representatives of both the Department of Industry, Innovation and Science, and the Department of Environment and Energy, which assess applications, and provide recommendations to the Minister for approval.
Conservation	As per the Burra Charter conservation means all the processes of looking after a place to retain its cultural significance.
Department	The Department of Industry, Innovation and Science is responsible for administering this grant opportunity on behalf of the Department of the Environment and Energy.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in section 5 of these guidelines.
Eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding

Term	Definition
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Gazettal notice (National Heritage List)	An official publication for the purpose of notifying the actions and decisions of the Australian Government for the inclusion of places in the National Heritage List and their National Heritage values pursuant to section 324JJ of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> .
In-kind contribution	A contribution that is not a financial contribution. It may include providing labour, equipment or materials. In-kind contributions must be able to be assigned a monetary value and be auditable.
Land Owner	The legal owner of the National Heritage property or portion of the property
Listed place	A place that is recognised for its natural, Indigenous, and/or historic heritage values and included in Australia's <a href="#">National Heritage List</a> <sup>22</sup> .
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Management plan	<p>A plan intended to provide sufficient information for managers to protect and manage the Heritage Values of Heritage places. A management plan should:</p> <ul style="list-style-type: none"> <li>▪ comprehensively describe the place, state its official National Heritage values and identify any other heritage listings</li> <li>▪ specify the objectives, policies and principles that will govern the management of the place's heritage values</li> <li>▪ guide day-to-day management</li> <li>▪ assist in decision-making</li> <li>▪ provide guidance on the preparation of project proposals to ensure that there are no adverse impacts on heritage values</li> <li>▪ support local, state and Commonwealth approval processes.</li> </ul>

<sup>22</sup> <http://www.environment.gov.au/heritage/places/national-heritage-list>

Term	Definition
Minister	The Commonwealth Minister for the Environment
National Heritage Values	Heritage value/s that causes the National Heritage List place to meet one or more of the National Heritage Criteria and is prescribed under the <i>Environment Protection and Biodiversity Conservation Act 1999</i>
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth).
Preservation	As per the Burra Charter preservation means maintaining a place in its existing state and retarding deterioration.
Program	Australian Heritage Grants
Program delegate	A Department of Industry, Science and Resources manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Site Owner	The individual or organisation identified by DoEE as being the designated site owner for the National Heritage place.
Value (Heritage)	A place's natural and cultural environment, having aesthetic, historic, scientific or social significance, or other significance for current and future generations of Australians.



## Appendix B. Australia's National Heritage List

A letter of support from the site owner of the listed place is required to be submitted where you are not the site owner. Contact details for the site owners can be obtained by contacting us at 13 28 46.

Places	Location	Listed Value
<a href="#">Abbotsford Convent</a>	VIC	Historic
<a href="#">Adelaide Park Lands and City Layout</a>	SA	Historic
<a href="#">Australian Academy of Science Building</a>	ACT	Historic
<a href="#">Australian Alps National Parks and Reserves</a>	NSW, ACT, VIC	Natural
<a href="#">Australian Cornish Mining Sites (Burra)</a>	SA	Historic
<a href="#">Australian Cornish Mining Sites (Moonta)</a>	SA	Historic
<a href="#">Australian Fossil Mammal Sites (Naracoorte)</a>	SA	Natural
<a href="#">Australian Fossil Mammal Sites (Riversleigh)</a>	QLD	Natural
<a href="#">Australian War Memorial and the Memorial Parade</a>	ACT	Historic
<a href="#">Batavia Shipwreck Site and Survivor Camps Area 1629 - Houtman Abrolhos</a>	WA	Historic
<a href="#">Bondi Beach</a>	NSW	Historic
<a href="#">Bonegilla Migrant Camp - Block 19</a>	VIC	Historic
<a href="#">Brewarrina Aboriginal Fish Traps (Baiaemes Ngunnhu)</a>	NSW	Indigenous
<a href="#">Brickendon Estate</a>	TAS	Historic
<a href="#">Budj Bim National Heritage Landscape - Mt Eccles Lake Condah Area</a>	VIC	Indigenous

<b>Places</b>	<b>Location</b>	<b>Listed Value</b>
<a href="#">Budj Bim National Heritage Landscape - Tyrendarra Area</a>	VIC	Indigenous
<a href="#">Cascades Female Factory</a>	TAS	Historic
<a href="#">Cascades Female Factory Yard 4 North</a>	TAS	Historic
<a href="#">Castlemaine Diggings National Heritage Park</a>	VIC	Historic
<a href="#">Centennial Park</a>	NSW	Historic
<a href="#">Cheetup Rock Shelter</a>	WA	Indigenous
<a href="#">City of Broken Hill</a>	NSW	Historic
<a href="#">Coal Mines Historic Site</a>	TAS	Historic
<a href="#">Cockatoo Island</a>	NSW	Historic
<a href="#">Coranderrk</a>	VIC	Indigenous
<a href="#">Cyprus Hellene Club - Australian Hall</a>	NSW	Indigenous
<a href="#">Dampier Archipelago (including Burrup Peninsula)</a>	WA	Indigenous
<a href="#">Darlington Probation Station</a>	TAS	Historic
<a href="#">Dinosaur Stampede National Monument</a>	QLD	Natural
<a href="#">Dirk Hartog Landing Site 1616 - Cape Inscription Area</a>	WA	Historic
<a href="#">Echuca Wharf</a>	VIC	Historic
<a href="#">Ediacara Fossil Site - Nilpena</a>	SA	Natural
<a href="#">Eureka Stockade Gardens</a>	VIC	Historic
<a href="#">First Government House Site</a>	NSW	Historic

<b>Places</b>	<b>Location</b>	<b>Listed Value</b>
<a href="#">Fitzgerald River National Park</a>	WA	Natural
<a href="#">Flemington Racecourse</a>	VIC	Historic
<a href="#">Flora Fossil Site - Yea</a>	VIC	Natural
<a href="#">Fraser Island</a>	QLD	Natural
<a href="#">Fremantle Prison (former)</a>	WA	Historic
<a href="#">Glass House Mountains National Landscape</a>	QLD	Natural
<a href="#">Glenrowan Heritage Precinct</a>	VIC	Historic
<a href="#">Gondwana Rainforests of Australia</a>	NSW, QLD	Natural
<a href="#">Grampians National Park (Gariwerd)</a>	VIC	Natural
<a href="#">Great Artesian Basin Springs: Witjira-Dalhousie</a>	SA	Natural
<a href="#">Great Artesian Basin Springs: Elizabeth</a>	QLD	Natural
<a href="#">Great Barrier Reef</a>	QLD	Natural
<a href="#">Great Ocean Road and Scenic Environs</a>	VIC	Historic
<a href="#">Greater Blue Mountains</a>	NSW	Natural
<a href="#">HMAS Sydney II and HSK Kormoran</a>	WA	Historic
<a href="#">HMS Sirius shipwreck</a>	EXT	Historic
<a href="#">HMVS Cerberus</a>	VIC	Historic
<a href="#">Heard and McDonald Islands</a>	EXT	Natural
<a href="#">Hermannsburg Historic Precinct</a>	NT	Indigenous
<a href="#">High Court - National Gallery Precinct</a>	ACT	Historic

<b>Places</b>	<b>Location</b>	<b>Listed Value</b>
<a href="#">High Court of Australia (former)</a>	VIC	Historic
<a href="#">Hyde Park Barracks</a>	NSW	Historic
<a href="#">ICI Building (former)</a>	VIC	Historic
<a href="#">Jordan River Levee</a>	TAS	Indigenous
<a href="#">Kakadu National Park</a>	NT	Natural
<a href="#">Kamay Botany Bay: botanical collection sites</a>	NSW	Historic
<a href="#">Kingston and Arthurs Vale Historic Area</a>	EXT	Historic
<a href="#">Koonalda Cave</a>	SA	Indigenous
<a href="#">Ku-ring-gai Chase National Park, Lion, Long and Spectacle Island Nature Reserves</a>	NSW	Natural
<a href="#">Kurnell Peninsula Headland</a>	NSW	Historic
<a href="#">Lesueur National Park</a>	WA	Natural
<a href="#">Lord Howe Island Group</a>	NSW	Natural
<a href="#">Macquarie Island</a>	TAS	Natural
<a href="#">Mawsons Huts and Mawsons Huts Historic Site</a>	ANTA	Historic
<a href="#">Melbourne Cricket Ground</a>	VIC	Historic
<a href="#">Melbourne's Domain Parkland and Memorial Precinct</a>	VIC	Historic
<a href="#">Moree Baths and Swimming Pool</a>	NSW	Indigenous
<a href="#">Mount William Stone Hatchet Quarry</a>	VIC	Indigenous
<a href="#">Murtoa No. 1 Grain Store</a>	VIC	Historic

<b>Places</b>	<b>Location</b>	<b>Listed Value</b>
<a href="#">Myall Creek Massacre and Memorial Site</a>	NSW	Indigenous
<a href="#">Newman College</a>	VIC	Historic
<a href="#">Ngarrabullgan</a>	QLD	Indigenous
<a href="#">North Head - Sydney</a>	NSW	Historic
<a href="#">Old Government House and the Government Domain</a>	NSW	Historic
<a href="#">Old Great North Road</a>	NSW	Historic
<a href="#">Old Parliament House and Curtilage</a>	ACT	Historic
<a href="#">Parramatta Female Factory and Institutions Precinct</a>	NSW	Historic
<a href="#">Point Cook Air Base</a>	VIC	Historic
<a href="#">Point Nepean Defence Sites and Quarantine Station Area</a>	VIC	Historic, Indigenous
<a href="#">Porongurup National Park</a>	WA	Natural
<a href="#">Port Arthur Historic Site</a>	TAS	Historic
<a href="#">Purnululu National Park</a>	WA	Natural
<a href="#">QANTAS hangar - Longreach</a>	QLD	Historic
<a href="#">Queen Victoria Market</a>	VIC	Historic
<a href="#">Quinkan Country</a>	QLD	Indigenous
<a href="#">Recherche Bay (North East Peninsula) Area</a>	TAS	Historic
<a href="#">Richmond Bridge</a>	TAS	Historic
<a href="#">Rippon Lea House and Garden</a>	VIC	Historic

<b>Places</b>	<b>Location</b>	<b>Listed Value</b>
<a href="#">Royal Exhibition Building and Carlton Gardens</a>	VIC	Historic
<a href="#">Royal National Park and Garawarra State Conservation Area</a>	NSW	Natural
<a href="#">Shark Bay, Western Australia</a>	WA	Natural
<a href="#">Sidney Myer Music Bowl</a>	VIC	Historic
<a href="#">Snowy Mountains Scheme</a>	NSW	Historic
<a href="#">South Australian Old and New Parliament Houses</a>	SA	Historic
<a href="#">Stirling Range National Park</a>	WA	Natural
<a href="#">Sydney Harbour Bridge</a>	NSW	Historic
<a href="#">Sydney Opera House</a>	NSW	Historic
<a href="#">Tasmanian Wilderness</a>	TAS	Natural
<a href="#">The Burke, Wills, King and Yandruwandha National Heritage Place</a>	QLD, SA	Historic
<a href="#">The Goldfields Water Supply Scheme</a>	WA	Historic
<a href="#">The Ningaloo Coast</a>	WA	Natural, Indigenous
<a href="#">The West Kimberley</a>	WA	Natural
<a href="#">Tree of Knowledge and curtilage</a>	QLD	Historic
<a href="#">Uluru - Kata Tjuta National Park</a>	NT	Natural
<a href="#">Warrumbungle National Park</a>	NSW	Natural
<a href="#">Wave Hill Walk Off Route</a>	NT	Indigenous

<b>Places</b>	<b>Location</b>	<b>Listed Value</b>
<a href="#">Western Tasmania Aboriginal Cultural Landscape</a>	TAS	Indigenous
<a href="#">Wet Tropics of Queensland</a>	QLD	Natural
<a href="#">Wilgie Mia Aboriginal Ochre Mine</a>	WA	Indigenous
<a href="#">Willandra Lakes Region</a>	NSW	Natural
<a href="#">Woolmers Estate</a>	TAS	Historic
<a href="#">Wurrurrwuy stone arrangements</a>	NT	Indigenous

## Appendix C. Letter of support from site or land owner

### Australian Heritage Grants

I am the [site owner/land owner] of the listed site at [include address].

I confirm my support for the proposed project to be undertaken by [name of organisation] and their application for a grant under the Australian Heritage Grants program.

I understand the proposed project involves the following:

[brief description of project]

I note that if successful, [name of organisation] will enter into a grant agreement with the Commonwealth Government, and that the outcome of the project will become the property of the site owner.

Signature

Name:

Position title:

Date: