



## **Community Heritage and Icons Grants 2014-15**

### **Frequently Asked Questions**

If you have read the 2014-15 Community Heritage and Icons Grants Application Guidelines and the 2014-15 Community Heritage and Icons Grants Application Form but still have questions, please consult these frequently asked questions (FAQs). If your question is not answered here, please contact the Department (see 'Contacting the Department' at the end of these FAQs).

#### **Programme dates**

##### **When do applications for funding open?**

Applications to the 2014-15 Community Heritage and Icons Grants Programme will open on **Friday 6 February 2015**.

##### **When do applications for funding close?**

The application period to the 2014-2015 Community Heritage and Icons Grants Programme has been extended, applications will now close at **2pm (AEDT) on 20 March 2015**.

#### **Eligibility**

##### **Who can apply?**

The 2014-15 Community Heritage and Icons Grants is targeting the following types of applicants:

- community groups;
- individuals; and
- local government organisations (councils).

To be eligible, you must meet all of the following criteria:

- Groups must have either:
  - ✓ voting and/or financial membership of at least five individuals
  - ✓ in the case of a trustee of a trust (see eligible legal entities below), demonstrated community support including information about the level of volunteer involvement (at least five volunteers).
- Groups must have been in existence for at least 12 months before the Application closing date of the Application period (see section 3.2). Indigenous groups are exempt from this eligibility requirement.
- Each Applicant must be able to demonstrate that its objectives are in the areas of conserving and/or promoting heritage values, and that it can successfully deliver Projects in these areas.
- Each Applicant must be a legal entity, for example:
  - ✓ an individual (Australian citizens or permanent residents only)
  - ✓ an incorporated association under State or Territory law
  - ✓ a body corporate
  - ✓ an Australian company under the *Corporations Act 2001* (Cth)
  - ✓ a cooperative society
  - ✓ an Aboriginal or Torres Strait Islander organisation, council or incorporated association
  - ✓ a trustee of a trust
  - ✓ a partnership, where each of the partners are legal entities (including individuals (Australian citizens or permanent residents only)).



### Who cannot apply?

You are not eligible to apply if you:

- ✘ are a political party or lobbyist
- ✘ at the date of Application have an overdue final report and/or acquittal for a previous grant(s) with the Department
- ✘ have previously received grant funding for the same activities
- ✘ are an Australian or State or Territory Government department, agency or authority.

### How much funding can I apply for?

Grants of between \$2,500 (GST exclusive) and \$10,000 (GST exclusive) will be made available through the 2014-15 Community Heritage and Icons Grants.

### What places are eligible for funding?

Community Heritage and Icons Grants 2014-15 will fund eligible Applicants to deliver Projects that support community engagement and awareness of places on Australia's National Heritage List *only* (refer to [Appendix A](#) of these FAQs).

### Project Activities

#### What activities will be funded?

Community Heritage and Icons Grants 2014-15 will fund a range of interpretation, communication and promotion activities that promote community participation and awareness of places listed on Australia's National Heritage List.

Activities could include the following for places on the National Heritage List:

- ✓ development of signage, brochures and pamphlets
- ✓ development of web content, smart phone applications or virtual tours
- ✓ development of interpretive heritage trails and walks
- ✓ heritage promotion and community education activities that celebrate the National Heritage Listed place/s
- ✓ community events that enhance awareness of the heritage values of the National Heritage Listed place/s
- ✓ capturing stories of the importance of National Heritage Listed places to the community in electronic, web ready format, printed or other forms of knowledge transfer.

#### What activities/costs will not be funded?

The following types of activities or costs will not be funded through the Community Heritage and Icons Grants 2014-15:

- ✘ activities associated with places **not** listed on Australia's National Heritage List
- ✘ activities that do not contribute to the Objective and Outcomes of the Community Heritage and Icons Grants 2014-15
- ✘ activities that cannot be completed by 30 June 2016
- ✘ food, alcohol, travel or accommodation expenses
- ✘ purchase of assets<sup>1</sup>, including, but not limited to, computers, land, buildings or vehicles. Funding to hire/lease equipment may be considered where it is essential to the completion of on-ground works or to achieve specific Project activities and only when value for money can be demonstrated. Exception: up to \$2,000 total (GST exclusive) may be approved for

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<sup>1</sup> Assets are defined as building improvements and items of equipment, furniture, vehicles, computer hardware and software, media equipment and the like with a useful life of three years or more and an individual cost of \$1,000 or more.



purchase of media and recording equipment for the specific purpose of recording Indigenous ecological knowledge (for Indigenous groups only)

- ✘ purchase of equipment or materials that are normally part of a landholder's responsibility for the management of their property
- ✘ salaried positions, related to the normal ongoing operations of an organisation or an individual's commercial operation. Only salaries and labour expenses directly attributable to the discrete Project with measurable outputs are eligible. Applications may seek funding to engage contractors with relevant knowledge and/or specialist expertise that is required to complete the Project. A description of the activities to be undertaken and qualification details of consultants/contractors should be included in the Application
- ✘ purchase, lease or acquisition of land research and/or compilation of family histories
- ✘ activities designed to raise revenue
- ✘ activities related to collection management and interpretation, including to preserve or provide access to significant documentary heritage collections
- ✘ digitisation of collections (e.g. council records, journals, newspapers, etc)
- ✘ events or sites which are not open to the public
- ✘ retrospective activities or activities that have already commenced before entering into a funding agreement with the Department of the Environment
- ✘ events which are not directly linked to promoting awareness or celebration of a National Heritage Listed site or historic event associated with it
- ✘ stories that contain inappropriate or offensive material (determined at the Department's absolute discretion)
- ✘ events that are of a political nature, such as rallies or political forums
- ✘ events that are 'business as usual' for the Applicant – i.e. ongoing/recurring events or meetings
- ✘ conferences, trade shows and conventions
- ✘ activities that are the legislative and/or regulatory responsibility of others
- ✘ activities outside of Australia and its territories.

### **Are administrative costs and overheads eligible for funding?**

Administrative costs and overheads (such as project coordination, office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance cost, costs associated with legally required documents such as cultural heritage site searches, permits) are **not** eligible for funding, **unless** these expenses are clearly demonstrated to be additional to the normal day to day running costs of the organisation and relate directly to specific project objectives and measurable outcomes and fit within a defined timeframe. In these circumstances, funding of up to 10% of the total requested project funding can be sought for administrative costs and overheads.

Recipients who are individuals can also seek funding up to \$500 (GST exclusive) for the preparation of a statement of income and expenditure as part of the project acquittal process.

### **Can proposals include costs incurred from the application process?**

No. The Department will not fund costs incurred from the application process.

### **Can I use grant funds to cover the cost of obtaining any relevant approvals/permits?**

No. Australian Government grant funds cannot be used to cover the cost of obtaining any relevant approvals/permits. Any costs incurred in obtaining relevant approvals and permits must be covered by your organisation.

### **How long do I have to complete my project?**

All projects must be able to be completed by 30 June 2016.



### **Can I apply for funding for projects already underway?**

No. The Department will not fund activities retrospectively. Applications to fund projects already completed or underway are **ineligible** as costs cannot be reimbursed retrospectively.

If you apply for funding do not begin projects dependent on the Community Heritage and Icons Grant's programme funding until you have been notified that you have been successful and the Funding Agreement has been executed by the Department.

### **Australia's National Heritage List**

#### **Where can I find information on the places that are listed on Australia's National Heritage List?**

Places that are on Australia's National Heritage List are available at [Appendix A](#) of these FAQs.

Further information about the sites on the National Historic Sites can be found through the Australian Heritage Database at: <http://www.environment.gov.au/topics/heritage/publications-and-resources/australian-heritage-database> .

### **Application Information**

#### **Can I submit more than one application?**

Only one application is allowed per organisation. If multiple applications are received from the same organisation, we will accept and assess the first submitted application only.

#### **What happens if I cannot apply online?**

The electronic application form is the Department's preferred method of receiving applications. If you are unable to apply using the electronic application form, please contact the Department to request a hardcopy application pack which includes the following documents:

- 2014-15 Community Heritage and Icons Grants application form (hard copy version).
- 2014-15 Community Heritage and Icons Grants programme guidelines.

Ensure you allow enough time to request, receive, complete and return the hardcopy application form so it is received by the Department by the closing date and time.

#### **Can Departmental staff complete the application form for me?**

No. Departmental staff cannot complete an application on your behalf. If you are having difficulty completing an application, or have any queries relating to the Community Heritage and Icons Programme, please contact the Department.

#### **If I have applied online using the electronic application form, do I need to also provide a hardcopy?**

The online application form is the Department's preferred method of applying.

If you submit an online application you will be issued with a receipt number. Please **do not** send a hard copy of your application to the Department if you have submitted an online application for the same project.



### **Do I need to provide supporting documentation with my application?**

As the applicant, if you are not the owner or site manager of the place on the National Heritage List which is the subject of your application, you will be required to include a current Letter of Support of the project from the owner or site manager confirming their support of the proposed project.

### **How much detail should I put in the budget and project plan?**

You must carefully consider all aspects of your project and ensure all relevant and eligible costs are included in your project budget. Items or activities that are not included in your budget will not be funded.

Additional funds are not available to meet costs which may have increased after the application was submitted.

The Community Heritage and Icons Grants programme is a competitive grants programme and as such the Department reserves the right, at its complete discretion, to partially fund projects. The project plan and budget should clearly identify each individual activity including the timing and delivery of each component of the project.

### **Do I need to consider any risks in the delivery the project, including Work Health and Safety?**

In assessing your application for funding, the Department will consider any possible risks you have identified that may impact the delivery of the project and how you have demonstrated that your organisation has the strategies in place to manage the identified risks.

For example:

- Does your organisation have a current risk management policy/strategy?
- Have you considered other risk factors that may impact the delivery of the project and demonstrated how you have already, or might, address these issues, such as:
  - adverse weather conditions,
  - failure of contractors to deliver works,
  - increase in costs of materials and/or labour,
  - attainment of relevant approvals and/or licences,
  - ability to secure additional funding and co-contributions,
  - work health and safety regulations,
  - project/timeline planning, and
  - issues with I.T. systems.

### **When do I need to obtain any relevant approvals/permits?**

If you have not already obtained the relevant approvals/permits prior to submitting your application for funding, you should allow sufficient time within your project plan to do so.

If you are not the owner or site manager of the site on the National Heritage List which is the subject of your application, you must seek written approval from the owner(s) or manager(s) of the place prior to submitting your application for funding, and attach to your application.

### **Can I make changes to my application after it has been submitted?**

No. Once you submit your application no further information can be added or changes made.



### **What do I do if I receive error messages when I click on the Submit button?**

If you receive any error messages after you click Submit, you will need to address the errors before you try to submit again. Scroll down to see what all the errors are as sometimes these notifications flow onto the next page of the error advice.

These error messages are generally about incomplete information in the Application Form, for example you may not have checked all of the required Declarations, or populated the Legal Entity field (see Legal Entity Field question below).

### **I'm having trouble with populating the "Legal Entity" field.**

The Legal Entity field should be automatically populated when you click the "ABN Lookup" button. You cannot enter data in the Legal Entity field, it needs to be automatically populated via the "ABN Lookup" button.

### **I have tried to address the error messages in the Application Form, but it is not working.**

If you are sure that the Application Form is complete and you have filled out all the required fields and declarations and addressed any errors but the form still would not submit, please contact the Department (refer to 'Contracting the Department' at the end of these FAQs) *prior* to the closing time. You must allow enough time to resolve the issue *before* the closing time.

### **Will late applications be considered?**

Late Applications may not be accepted or assessed, unless the Applicant contacts the Department **prior to the closing date and time** and provides evidence of exceptional circumstances preventing on-time lodgement. Any request for extension will be at the Department's sole discretion.

### **How will I be notified if my application has been received?**

Once an online electronic Application is submitted, an automatic receipt will be generated and emailed to you.

For applications lodged by email, you will be notified by return email to confirm the Department's receipt of the Application.

For applications lodged via a pre-arranged hard-copy, you will be notified in writing to confirm the Department's receipt of the Application.

## **Assessment of applications**

### **How will applications be assessed?**

Applications under Community Heritage and Icons Grants programme will be assessed on eligibility and merit.

The assessment process takes into account an application's contribution to achieving the Community Heritage and Icons Grants programme objectives and outcomes, demonstrated capacity of the applicant organisation to deliver the project, the likelihood of success of the project, and value for money.

Assessment of applications will be undertaken by Australian Government staff, and will include consideration by a Moderation Panel.



More information on the assessment process is available in Part 5 of the Community Heritage and Icons Grants Programme guidelines.

### **What are the assessment criteria?**

Eligible Applications will be assessed on how well they address the assessment criteria outlined in Part 5.3 of the Guidelines. As there are limited funds available through Community Heritage and Icons Grants 2014-15, all Applications will be assessed and ranked on their merit based on information provided in the Application form and relative to other Applications with the same focus.

The Department reserves the right, at its absolute discretion, to exclude from further consideration, those Applications that do not contain sufficient information on which to make an assessment.

### **Project Delivery**

#### **Will there be any monitoring or reporting requirements for my project?**

The Department places a high priority on reporting on Community Heritage and Icons Grants projects. You may be required to submit milestone progress reports throughout the delivery of your project. Please refer to your Funding Agreement for specific reporting requirements.

For all funded projects, you will be required to provide a financial statement as described within the relevant sections of your executed Funding Agreement.

#### **What happens if I can't meet my contractual obligations?**

Penalties, including reduction in project scope, delayed or reduced progress payments, or termination and consequential return of funds, may be applied for failure to meet your obligations as described within the Funding Agreement. Please contact the Department as soon as possible if you have any concerns regarding the progress of your project.

#### **I may need an extension of time to complete my project or reporting requirements. What should I do?**

If you require an extension of time to complete your project or reporting requirements, please contact the Department as soon as possible to discuss. If the Department agrees to the request for an extension of time, a formal variation to the Funding Agreement may need to be put in place.

### **Information for successful applicants**

#### **If my application is successful, what happens next?**

Successful applicants will receive a letter advising the outcome of their application. Successful applicants will then be contacted by the Department regarding the funding agreement.

#### **If my application is successful, who will the Parties be in the Funding Agreement?**

All Funding Agreements will be between the Commonwealth of Australia (as represented by the Department of the Environment) and the Applicant as a legal entity.

#### **When can I start my project?**

The project commencement date is the date that the Funding Agreement, signed by the grant recipient, is countersigned by the departmental delegate (that is, the Funding Agreement is 'executed'). A copy of the executed Funding Agreement will be returned to you for your records.

**NB:** You must **not** start your project before this date. Projects must not commence prior to the establishment of a Funding Agreement with the Department and must be completed by the date identify in your Funding Agreement.



### **When will I receive the grant funding?**

Payments will be made electronically to your nominated bank account following execution of the funding agreement. The Department will generate a Recipient Created Tax Invoice (RCTI) on your behalf, in accordance with the details provided by you in your Personal Particulars Form. A copy of the RCTI, along with a copy of the executed funding agreement, will be provided to you for your records once the payment has been processed.

### **Will I get paid GST on top of the total costs of the project?**

Grants are subject to normal taxation treatment and no special arrangements will apply. Applicants should seek independent advice on the taxation implications of receiving a grant.

Within the project budget of your application, all budget items must be **GST exclusive**.

The total amount of funding you receive will depend on you or your organisation's GST registration status, and your entity type.

## **Information for unsuccessful applicants**

### **If my application is unsuccessful, what happens next?**

All applicants will be advised in writing of the outcome of their application. If your application for funding is unsuccessful, you will be given the opportunity to seek feedback.

## **Contacting the Department**

### **Where can I go for further information?**

If you have any further questions, please contact the Department

Telephone: 1800 653 004

Email: [heritagegrants@environment.gov.au](mailto:heritagegrants@environment.gov.au)  
(Please include 'Community Heritage and Icons Grants' in the subject line of all emails for a timely response.)

Website: <http://www.environment.gov.au/topics/heritage/heritage-grants-and-funding>

Post: Community Heritage and Icons Grants 2014-15  
Biodiversity Conservation Division  
Department of the Environment  
GPO Box 787  
CANBERRA ACT 2601



## Appendix A

Projects funded through Community Heritage & Icons Grants 2014-15 must support community engagement and awareness of places on Australia's National Heritage List **only** (see below).

Detailed information about the sites listed below can be found on the Australian Heritage Database at: <http://www.environment.gov.au/topics/heritage/publications-and-resources/australian-heritage-database>.

Place	State	
1	Adelaide Park Lands and City Layout	SA
2	Australian Academy of Science Building	ACT
3	Australian Alps National Parks and Reserves	ACT NSW VIC
4	Australian Fossil Mammal Sites (Naracoorte)	SA
5	Australian Fossil Mammal Sites (Riversleigh)	QLD
6	Australian War Memorial and the Memorial Parade	ACT
7	Batavia Shipwreck Site and Survivor Camps Area 1629 - Houtman Abrolhos	WA
8	Bondi Beach	NSW
9	Bonegilla Migrant Camp - Block 19	VIC
10	Brewarrina Aboriginal Fish Traps (Baiaimes Ngunnhu)	NSW
11	Brickendon Estate	TAS
12	Budj Bim National Heritage Landscape - Mt Eccles Lake Condah Area	VIC
13	Budj Bim National Heritage Landscape - Tyrendarra Area	VIC
14	Cascades Female Factory	TAS
15	Cascades Female Factory Yard 4 North	TAS
16	Castlemaine Diggings National Heritage Park	VIC
17	Cheetup Rock Shelter	WA
18	City of Broken Hill	NSW
19	Coal Mines Historic Site	TAS
20	Cockatoo Island	NSW
21	Coranderrk	VIC
22	Cyprus Hellene Club - Australian Hall	NSW
23	Dampier Archipelago (including Burrup Peninsula)	WA
24	Darlington Probation Station	TAS
25	Dinosaur Stampede National Monument	QLD
26	Dirk Hartog Landing Site 1616 - Cape Inscription Area	WA



**Australian Government**  
**Department of the Environment**

Place		State
27	Echuca Wharf	VIC
28	Ediacara Fossil Site - Nilpena	SA
29	Eureka Stockade Gardens	VIC
30	First Government House Site	NSW
31	Flemington Racecourse	VIC
32	Flora Fossil Site - Yea	VIC
33	Fraser Island	QLD
34	Fremantle Prison (former)	WA
35	Glass House Mountains National Landscape	QLD
36	Glenrowan Heritage Precinct	VIC
37	Gondwana Rainforests of Australia	NSW
38	Grampians National Park (Gariwerd)	VIC
39	Great Artesian Basin Springs: Elizabeth	QLD
40	Great Artesian Basin Springs: Witjira-Dalhousie	SA
41	Great Barrier Reef	QLD
42	Great Ocean Road	VIC
43	Greater Blue Mountains	NSW
44	Heard and McDonald Islands	EXT
45	Hermannsburg Historic Precinct	NT
46	High Court - National Gallery Precinct	ACT
47	High Court of Australia (former)	VIC
48	HMAS Sydney II and HSK Kormoran Shipwreck Sites	WA
49	HMS Sirius	EXT
50	HMVS Cerberus	VIC
51	Hyde Park Barracks	NSW
52	ICI Building (former)	VIC
53	Jordan River Levee	TAS
54	Kakadu National Park	NT
55	Kingston and Arthurs Vale Historic Area	EXT
56	Koonalda Cave	SA
57	Ku-ring-gai Chase National Park, Lion, Long and Spectacle Island Nature Reserves	NSW
58	Kurnell Peninsula Headland	NSW
59	Lord Howe Island Group	NSW
60	Macquarie Island	TAS



**Australian Government**  
**Department of the Environment**

Place		State
61	Mawsons Huts and Mawsons Huts Historic Site	EXT
62	Melbourne Cricket Ground	VIC
63	Moree Baths and Swimming Pool	NSW
64	Mount William Stone Hatchet Quarry	VIC
65	Murtoa No. 1 Grain Shed	VIC
66	Myall Creek Massacre and Memorial Site	NSW
67	Newman College	VIC
68	Ngarrabullgan	QLD
69	North Head - Sydney	NSW
70	Old Government House and the Government Domain	NSW
71	Old Great North Road	NSW
72	Old Parliament House and Curtilage	ACT
73	Point Cook Air Base	VIC
74	Point Nepean Defence Sites and Quarantine Station Area	VIC
75	Porongurup National Park	WA
76	Port Arthur Historic Site	TAS
77	Purnululu National Park	WA
78	QANTAS hangar - Longreach	QLD
79	Recherche Bay (North East Peninsula) Area	TAS
80	Richmond Bridge	TAS
81	Rippon Lea House and Garden	VIC
82	Royal Exhibition Building and Carlton Gardens	VIC
83	Royal National Park and Garawarra State Conservation Area	NSW
84	Shark Bay, Western Australia	WA
85	Sidney Myer Music Bowl	VIC
86	South Australian Old and New Parliament Houses	SA
87	Stirling Range National Park	WA
88	Sydney Harbour Bridge	NSW
89	Sydney Opera House	NSW
90	Tasmanian Wilderness	TAS
91	The Goldfields Water Supply Scheme	WA
92	The Ningaloo Coast	WA
93	The West Kimberley	WA
94	Tree of Knowledge and curtilage	QLD



**Australian Government**  
**Department of the Environment**

Place		State
95	Uluru - Kata Tjuta National Park	NT
96	Warrumbungle National Park	NSW
97	Wave Hill Walk Off Route	NT
98	Western Tasmania Aboriginal Cultural Landscape	TAS
99	Wet Tropics of Queensland	QLD
100	Wilgie Mia Aboriginal Ochre Mine	WA
101	Willandra Lakes Region	NSW
102	Woolmers Estate	TAS
103	Wurrwurrwuy stone arrangements	NT