Community Heritage and Icons Grants 2016-17

Frequently Asked Questions

If you have read the Community Heritage and Icons Grants 2016-17 Application Guidelines and the Community Heritage and Icons Grants 2016-17 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).

Program dates

When do applications for funding open?

Applications to the 2016-17 Community Heritage and Icons Grants Program will open on **Thursday 23 February 2017**.

When do applications for funding close?

The application period to the 2016-17 Community Heritage and Icons Grants Program will close at **2pm (AEDT) on Thursday 23 March 2017**.

Eligibility

Who can apply?

In 2016-17, the Program will fund eligible Applicants including:

- community groups;
- heritage groups;
- companies and organisations, including Indigenous organisations, councils or incorporated associations;
- individuals; and
- local government organisations (councils).

You must be a legal entity able to enter into a funding agreement with the Commonwealth of Australia (as represented by the Department of the Environment and Energy).

For further details on eligibility please see Part 2 of the Community Heritage and Icons Grants 2016-17 Application Guidelines.

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 competitive grants process in 2016-17.

What places are eligible for funding?

The Program will fund eligible Applicants to deliver Projects that support community engagement with, and raise awareness of places on Australia's National Heritage List (refer to Appendix A of these FAQs).

Project Activities

What activities will be funded?

The Program will fund a range of interpretation, communication, promotion and volunteer activities that promote community participation and awareness of places on Australia's National Heritage List and their listed values.

Eligible Activities include:

- ✓ development of signage, brochures and pamphlets;
- ✓ development of web content, smart phone applications or virtual tours;
- ✓ development of interpretive heritage trails and walks;
- ✓ relevant training, tools, occupational health and safety equipment, branded uniforms and support for volunteer groups who work at National Heritage List places;
- ✓ heritage promotion and community education activities that celebrate the National Heritage List place and its listed values;
- ✓ community events that enhance awareness of the heritage values of the National Heritage List place; and
- ✓ 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 Program in 2016-17:

- ✖ activities associated with places **not** listed on Australia's National Heritage List;
- ✖ activities that do not contribute to the objective and outcomes of Community Heritage and Icons Grants 2016-17; and
- ✖ activities that cannot be completed by 30 June 2018.

For details on what other activities and costs will not be funded, please see Part 3.2 of the Community Heritage and Icons Grants 2016-17 Application Guidelines.

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 the Applicant.

How long do I have to complete my project?

All projects must be able to be completed by 30 June 2018.

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 program 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 <u>Appendix A</u> of these FAQs.

Further information about places on Australia's National Heritage List can be found through the Department's website at: <u>http://www.environment.gov.au/heritage/places/national-heritage-list</u> .

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 experience difficulty in accessing or downloading the Application Form, in the first instance try one of the following:

- Download the latest version of Adobe Acrobat Reader; or
- Open the Application Form in Google Chrome; or
- Open the Application Form in Mozilla Firefox.

If you still experience issues with the Application Form, please contact the Department.

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 Grants 2016-17 program, 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.

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 IT 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 will not be accepted unless approved by the Department **prior to the closing date and time** of applications. The Applicant will need to have contacted the Department and provided evidence of exceptional circumstances preventing on-time lodgement prior to the closing date and time. 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 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 2016-17 program 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 2016-17 program 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 2016-17 Application Guidelines*.

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What are the assessment criteria?

As well as meeting the eligibility requirements, eligible Applications will be assessed on how well they address the assessment criteria outlined in Part 5.3 of the Community Heritage and Icons Grants 2016-17 Application Guidelines. As there are limited funds available through the Program, 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?

Following the Department's assessment of the project risk, an appropriate Funding Agreement template will be selected for each Project. Monitoring and reporting requirements will be contained within these documents. Please refer to your Funding Agreement for specific reporting requirements. The reporting requirements may include, for example, the submission of a final report and financial statement, and/or a Statutory Declaration.

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

Penalties, including reduction in project scope, 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
(Please include 'Community Heritage and Icons Grants' in the subject line of all emails for a timely response.)

Website: www.environment.gov.au/topics/heritage/heritage-grants-and-funding/2016-17

Post: Community Heritage and Icons Grants 2016-17
Biodiversity Conservation Division
Department of the Environment and Energy
GPO Box 787
CANBERRA ACT 2601

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Appendix A

Projects funded through Community Heritage and Icons Grants 2016-17 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	NSW, ACT, 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 (Baiames 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

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	Place	State
27	Echuca Wharf	VIC
28	Ediacara Fossil Site - Nilpena	SA
29	Elizabeth Springs	QLD
30	Eureka Stockade Gardens	VIC
31	First Government House Site	NSW
32	Fitzgerald River National Park	WA
33	Flemington Racecourse	VIC
34	Flora Fossil Site - Yea	VIC
35	Fraser Island	QLD
36	Fremantle Prison (former)	WA
37	Glass House Mountains National Landscape	QLD
38	Glenrowan Heritage Precinct	VIC
39	Gondwana Rainforests of Australia	NSW, QLD
40	Grampians National Park (Gariwerd)	VIC
41	Great Barrier Reef	QLD
42	Great Ocean Road	VIC
43	Greater Blue Mountains	NSW
44	HMAS Sydney II and HSK Kormoran	WA
45	HMS Sirius	EXT
46	HMVS Cerberus	VIC
47	Heard and McDonald Islands	EXT
48	Hermannsburg Historic Precinct	NT
49	High Court - National Gallery Precinct	ACT
50	High Court of Australia (former)	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	Lesueur National Park	WA

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

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	Place	State
94	The Burke, Wills, King and Yandruwandha National Heritage Place	QLD, SA
95	The Goldfields Water Supply Scheme	WA
96	The Ningaloo Coast	WA
97	The West Kimberley	WA
98	Tree of Knowledge and curtilage	QLD
99	Uluru - Kata Tjuta National Park	NT
100	Warrumbungle National Park	NSW
101	Wave Hill Walk Off Route	NT
102	Western Tasmania Aboriginal Cultural Landscape	TAS
103	Wet Tropics of Queensland	QLD
104	Wilgie Mia Aboriginal Ochre Mine	WA
105	Willandra Lakes Region	NSW
106	Witjira-Dalhousie Springs	SA
107	Woolmers Estate	TAS
108	Wurrwurrwuy stone arrangements	NT