



Protecting National Historic Sites 2016-17

Grants from \$25,000 (GST exclusive) to \$80,000 (GST exclusive) to conserve, preserve and protect places on Australia's National Heritage List recognised for their historic heritage values as specified in Appendix A to these Guidelines.

Application Guidelines

To be eligible for consideration, Applications **must** be received by **2:00pm (AEST*)** on:

6 APRIL 2017

LATE APPLICATIONS MAY NOT BE ACCEPTED

For further information about the Program, contact:

Protecting National Historic Sites 2016-17

Department of the Environment and Energy

Phone: 1800 653 004

Email: heritagegrants@environment.gov.au

Website: www.environment.gov.au/heritage/grants-and-funding/protecting-national-historic-sites/2016-17

*Australian Eastern Standard Time

IMPORTANT INFORMATION

- ✓ These Application Guidelines (**Guidelines**) for Protecting National Historic Sites 2016-17 (**Program**) provide information to help eligible organisations and individuals prepare an application for funding (**Application**) to undertake a Protecting National Historic Sites Program 2016-17 project (**Project**). These Guidelines provide information on the Application process and the criteria that will be used to assess Applications submitted under the Program.
- ✓ Program funds will be made available for projects that conserve, protect and manage places identified on Australia's National Heritage List for their **historic** heritage values.
- ✓ Eligible applicants include:
 - Site owners or managers of the Target Places (as specified in [Appendix A](#));
 - Applicants (who are *not* the site owner or manager of a Target Place) who have a current letter of support for the Project from the site owner or manager of a Target Place, including those Target Places that encompass multiple tenures ([Appendix B](#)); .
- ✓ Applicants may submit proposals for single year Projects only (i.e. Projects that can be completed by 30 June 2018).

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PART 1 – PROTECTING NATIONAL HISTORIC SITES

2016-17 PROGRAM OVERVIEW

The Protecting National Historic Sites Program is restricted to sites on Australia’s National Heritage List recognised for their historic heritage values (refer to Appendix A).

1.1 Overview

The Australian Government’s plan for a cleaner environment rests on four pillars: clean air, clean land, clean water, and heritage protection. The Protecting National Historic Sites Program (the **Program**) is a key component of heritage protection.

The Program focuses on supporting activities that protect, manage and conserve places on Australia’s National Heritage List recognised for their historic heritage values.

This Program is restricted to the 65 places which are included on Australia’s National Heritage List for their historic heritage values, as specified in Appendix A to these Guidelines (Target Places).

- ✓ Site owners and managers of Target Places are eligible to apply for funding under the Program, as well as other Applicants who have a current letter of support for the Project from the site owner or manager of a Target Place, including those sites that encompass multiple tenures (Appendix B).
- ✓ The Applicant is required to demonstrate how their proposal aligns with the heritage values the place was listed for.

In 2016-17, up to \$1,390,000 (GST exclusive) of funding of is available through the competitive funding component of the Program for grants of between \$25,000 (GST exclusive) and \$80,000 (GST exclusive).

1.2 Program Objective and Outcomes

The Objective of the Program is to:

- ✓ maintain, protect and conserve the places on Australia’s National Heritage List that are listed for their historic heritage values.

The intended Outcomes of the Program are:

- ✓ improved conservation, preservation and access to Australia’s National Heritage List places recognised for their historic heritage values; and
- ✓ improved engagement with these places, and improved awareness of the values the places were listed for

1.3 Timeframes

Applications open	7 March 2017
Applications close	2.00pm (AEST*) 6 April 2017
Projects completed	All Project activities must be completed by 30 June 2018

*Australian Eastern Standard Time.

1.4 Submitting an Application

Step 1: **Read** these Guidelines and any other relevant information made available on the Department of the Environment and Energy's website (www.environment.gov.au/heritage/grants-and-funding/protecting-national-historic-sites/2016-17).

Step 2: **Complete** the online Application Form available at (www.environment.gov.au/heritage/grants-and-funding/protecting-national-historic-sites/2016-17).

Please note that each Application Form has an embedded unique identifier as a means to exclude duplicate submissions.

In submitting an Application, where applicable, you **must** attach a current Letter of Support for the proposed Project from the site owner or site manager of the Target Place which is the subject of the Application.

A hard copy Application Form can be requested by calling the Program information line on 1800 653 004. Electronic Applications are **preferred and encouraged**.

Step 3: **Submit** the Application to the Department by **2:00pm (AEST) on 6 April 2017** and keep a copy for your records. Applications received after this time will be registered as 'late'.

More information about submitting the Application is at Part 4 of these Guidelines.

PART 2 - ELIGIBILITY

2.1 Who is eligible to apply?

To be eligible for funding, you must:

- a. either:
 - be the site owner or site manager of a Target Place ([Appendix A](#)); **or**
 - if not the site owner or manager of a Target Place, have a current letter of support for the project from the site owner or manager of the Target Place, including those Target Places that encompass multiple tenures ([Appendix B](#)).

- b. 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), such as:
 - 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; or
 - a partnership, where each of the partners are legal entities (including individuals (Australian citizens or permanent residents only)).

2.2 What places are eligible for funding?

The Program will support activities that maintain, protect and conserve the identified historic values of the Target Places specified in [Appendix A](#) to these Guidelines.

If the Application covers a Target Place that is classed as multi-tenure (e.g. Broken Hill, Adelaide Parkland and City Layout, Kingston and Arthurs Vale Historic Area) ([Appendix B](#)), the Applicant **must** include with their Application a current letter of support from the site owner or manager of the Target Place, and demonstrate how their proposal aligns with the historic values the Target Place is listed for.

2.3 When do the Projects have to be completed?

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

2.4 Co-contributions

The Applicant (and third party/parties if applicable) **must** make cash contributions of at least 20 percent (%) of the total funding sought from the Australian Government towards the total cost of the Project.

For example, if you are seeking funding of \$80,000 (GST exclusive) through the Program, you will require cash contributions of at least \$16,000. Refer to Part 3.3 of these Guidelines for expenses that will not be funded.

The following activities, financial sources and/or costs will **not** be considered valid co-contributions for the purposes of a Project:

- ✘ funds from other Projects under the Program or any other Australian Government program/s; and
- ✘ funds from any other grant programs not secured at the time of applying.

A total of two Applications may be submitted per Applicant. Each Application must be stand-alone and be able to be delivered independently of any other Application.

PART 3 – WHAT WILL THE PROGRAM FUND?

3.1 What Project activities will be funded?

Funding can be used to support a range of activities that conserve and protect the Target Place.

Eligible Activities include:

- ✓ those identified in Conservation Management Plans for Target Places;
- ✓ the development of a new Conservation Management Plan, revision of an existing Conservation Management Plan, or improved management arrangements for Target Places; or
- ✓ maintaining or enhancing the listed historic values of a Target Place, through development of facilities to enhance visitor understanding and physical access to the Target Place.

Activities must be carried out in accordance with *The Burra Charter (The Australia ICOMOS Charter for Places of Cultural Significance) 2013* (Burra Charter). The Burra Charter can be downloaded from: <http://australia.icomos.org/publications/charters/>. Activities are also required to be carried out in accordance with *Ask First: a guide to respecting Indigenous heritage places and values* guide. This is available to be downloaded from: www.environment.gov.au/heritage/ahc/publications/ask-first-guide-respecting-indigenous-heritage-places-and-values .

Alternatively, if you cannot access the Burra Charter or Ask First guide online, you may contact the Department to request a hard copy (see Part 9 for information about contacting the Department).

3.2 What Project activities and costs will not be funded?

The following types of activities and costs will not be funded under the Program:

- ✘ activities associated with places that are not Target Places;
- ✘ activities that do not have current written support of the site owner or manager of the Target Place (if the Applicant is not the Target Place site owner or manager);
- ✘ activities that will not be completed by 30 June 2018;
- ✘ 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, travel or accommodation expenses (domestic or international);
- ✘ purchase of assets¹;
- ✘ any activities that are currently underway and have already incurred expenditure (i.e. retrospective funding for activities already completed or underway);
- ✘ salaries and labour expenses related to the ongoing operations of an organisation or an individual's commercial operation, although funding may be provided to engage contractors with relevant knowledge and/or specialist expertise that is required to complete the Project;
- ✘ celebrations or promotional activities not associated with activities detailed in a Conservation Management Plan; and
- ✘ the purchase, lease, transfer or acquisition of land or property.

¹ Assets are defined as 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.

PART 4 - INSTRUCTIONS FOR APPLYING

The Program is a competitive grants program and, as such, all Applications will be assessed on information provided in the Application Form only. It is important that your Application addresses the requirements outlined in these Guidelines. The Department is not obliged to contact you for missing information or to clarify ambiguous details.

4.1 How to apply

1. Read these Guidelines carefully before preparing your Application.
2. Ensure you meet the eligibility criteria (refer to Part 2).
3. Complete the online Application Form available at www.environment.gov.au/heritage/grants-and-funding/protecting-national-historic-sites/2016-17

Note: If you are unable to use the electronic Application Form, please contact the Department (refer to Part 9) to obtain a hardcopy Application Form. 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 (refer to Part 4.5).

Use of the electronic Application Form is **preferred and encouraged** as it contains automated checks and information (e.g. word and character limits) not available through the hardcopy form.

4. Submit your Application such that it is received by the Department before the closing date and time (refer to Part 4.5).
5. Keep a hard copy of the Application for your records.

4.2 Things to know when completing an Application

- ✓ All relevant sections of the Application Form must be completed and Applications must be complete at the time of submission. Mandatory fields are denoted by an asterisk (*).
- ✓ Your Application may not be able to be properly assessed if you fail to answer all relevant questions in the Application Form. The Department will not consider any supporting or additional documentation not requested in the Application Form.
- ✓ Electronic Applications are preferred. Each downloaded Application Form has a unique identifier as a means to exclude duplicate Applications, and may only be used for one Application. Applications completed online will be submitted automatically once applicants have clicked the submit button unless there are errors in mandatory fields. These will need to be rectified before submission.
- ✓ Applicants must complete declarations regarding their Application which will be considered in the assessment process (refer to Part 4.4).
- ✓ The electronic Application Form must be considered, approved and submitted by an authorised officer of the Applicant. Hard copy Applications must be signed and approved by an authorised officer of the Applicant.
- ✓ Do **not** send hard copies of Applications that were submitted electronically.

4.3 Attachments and supporting documents

Additional information provided by the Applicant but not requested in the Application Form will not be considered or assessed.

Where applicable, attachments that will be accepted as part of an Application include:

- ✓ A current letter of support from the site owner or manager, as determined by the Department, of the Target Place.

4.4 Application declarations

Applicants are required to complete a series of declarations regarding their Application which will be considered in the assessment process. Application declarations may include, but will not be limited to, declarations to the effect that:

- ✓ The person submitting the Application is authorised by the Applicant to submit the Application on their behalf.
- ✓ The information provided in the Application is true and correct and no information is false or misleading, and that the Applicant understands that it is an offence under the *Criminal Code Act 1995* (Cth) to provide false or misleading information.
- ✓ As at the Application closing date, the Applicant does not have any overdue reports or acquittals under any contractual or statutory arrangements for funding with the Department of the Environment and Energy.
- ✓ The Applicant is the site owner or manager of the Target Place which is the subject of the Application, or has a current letter of support for the Project from the site owner or manager of the Target Place.
- ✓ Where proposed activities may directly or indirectly affect Indigenous sites or places of value, the Applicant must have, or be able to obtain, the necessary written permissions/permits and support from the relevant traditional owners and other relevant Indigenous people/organisations with rights and interests in the area as per the *Ask First: a guide to respecting Indigenous heritage places and values*.
- ✓ The Applicant can demonstrate the works will be carried out in accordance with heritage best practice as contained in the Burra Charter, and has the written endorsement of an appropriate technical advisor, such as a heritage architect, to this effect.
- ✓ The proposed Project complies with all requirements set out in any applicable Commonwealth, state, territory, and local government laws, and that all necessary planning, approvals and/or permits are or can be in place prior to the commencement of the Project.
- ✓ None of the Activities proposed in the Application have already been undertaken or are substantially the same activities as those funded by another initiative or program.
- ✓ The Applicant has, or is able to access, adequate funds and/or resources to support delivery of the Project (other than funds/resources requested in the Application) before the proposed date of commencement.
- ✓ The Applicant, all of its officer holders, and every person involved in a Project on the Applicant's behalf have not been convicted of a fraud-related offence in the last five years.
- ✓ Written documentation supporting the declarations will be provided to the Department upon request.

4.5 Closing date and time

All Applications **must**, subject to Part 4.6, be received by the Department by **2.00pm (AEST) on Thursday 6 April 2017**.

The Department may, at its sole and absolute discretion, extend the closing date and/or time. Any such extension will be published on the Department's website.

4.6 Late Applications

Any Application received by the Department after the closing time and date will be considered late and will be registered separately.

The Department has no obligation to accept a late Application. The Department may consider admitting late Applications under extenuating circumstances. An explanation of extenuating circumstances **must** be provided in writing to heritagegrants@environment.gov.au **prior** to the closing day and time for applications. Any decision by the Department to accept or not accept a late Application is at the Department's absolute discretion and will be final.

It is the Applicant's responsibility to ensure that their Application reaches the Department before the closing date and time, allowing sufficient time and taking into consideration any potential IT, postal and technical issues that may occur during the submission of an Application.

4.7 Receipt and registration

An automatic receipt will be generated once an electronic Application is submitted. Please contact the Department if you do not receive a receipt on submission of your Application. For Applications lodged in hard copy, you will receive written confirmation of receipt of the Application.

PART 5 – ASSESSMENT PROCESS

The Department is committed to ensuring that the process for funding projects under the Program is fair and transparent, and in accordance with the *Commonwealth Grants Rules and Guidelines*.

5.1 Eligibility check

All Applications will undergo an eligibility assessment to confirm that all eligibility criteria have been met (refer to Part 2). Applications that do not meet the eligibility criteria will be deemed ineligible and will not be recommended for funding. The Applicant's response to the declaration requirements (refer to Part 4.4) will also be considered.

5.2 Assessment

Eligible Applications will be assessed on how well they address the assessment criteria outlined in Part 5.3 of these Guidelines. All Applications will be assessed and ranked on their merit based on information provided in the Application Form and relative to the extent other Applications have demonstrated alignment with the Program's objectives, outcomes and assessment criteria. The Department reserves the right, at its sole and absolute discretion, to exclude from further consideration, those Applications that do not contain sufficient information on which to be assessed against the assessment criteria outlined in section 5.3 of these Guidelines.

Applications for funding will be assessed by at least two assessors who will be Australian Government staff. All assessors will be required to:

- ✓ sign conflict of interest declarations and keep them up to date; and
- ✓ comply with the Australian Public Service Code of Conduct.

Assessors may, as required, seek additional advice to assist in making their assessment, including relevant information about the Applicant such as the Applicant's previous performance in similar programs.

The Department may contact Applicants during the assessment process for clarification, for example where the information provided in the Application is ambiguous or where contradictory statements are made, however, the Department has no obligation to do so. Information which materially improves or amends an Applicant's original Application will not be accepted.

A Departmental Moderation Panel will consider the assessed Applications and provide advice on Applications that are suitable or not suitable for funding.

The Moderation Panel may also take into account the following factors prior to establishing a list of recommended Projects for the Minister of the Environment and Energy's consideration:

- ✓ the amount of Australian Government heritage grant funding the Target Place has previously received;
- ✓ commitments made by the Australian Government;
- ✓ the total funds available under the Program;
- ✓ the focus of Projects relative to the funding available;
- ✓ the distribution of Projects across Australia and the Target Places (refer to Appendix A);
- ✓ a balance of Project types;
- ✓ the performance of an Applicant in past grant rounds;
- ✓ a balance of organisation types; and
- ✓ a mix of Project types.

The assessment process will determine whether the eligible recommended Applications represent an efficient, effective, economical and ethical use of Commonwealth resources, as required by Commonwealth legislation; and whether any specific requirements will need to be imposed as a condition of funding.

5.3 Assessment criteria

Outlined below are the assessment criteria against which each eligible Application under the Program will be assessed. All assessment criteria are weighted equally.

Assessment criteria	Considerations
1. Demonstrated alignment with the Objective and Outcomes of the Program (refer to Part 1.2)	<p>Assessment against this criterion will consider the extent to which the Application:</p> <ul style="list-style-type: none"> addresses the Program Objective <i>‘maintain, protect and conserve the places on Australia’s National Heritage List that are listed for their historic heritage values’</i> (and associated Outcomes); demonstrates alignment between the Project activities, and the values for which the National Heritage List place, which is the subject of the application, is listed; and demonstrates alignment with relevant conservation management plans, strategies and priorities for the Target Place.
2. Demonstrated capacity to deliver	<p>Assessment against this criterion will consider the extent to which the Application demonstrates that:</p> <ul style="list-style-type: none"> the Project activities will be delivered to an adequate standard by 30 June 2018; the Applicant has the necessary knowledge, skills and experience to deliver the Project; and the Project has sound oversight and that contractual obligations can be met.
3. Likelihood of success	<p>Assessment against this criterion will consider the extent to which the Application demonstrates that:</p> <ul style="list-style-type: none"> the Project is reasonably likely to succeed in achieving its stated aims having regard to planning undertaken, proposed resources, time, expertise, delivery mechanism and activities, and any risks, including in relation to Work Health and Safety; and where relevant, how outcomes will be maintained into the future.
4. Value for money	<p>Assessment against this criterion will consider the extent to which the Application demonstrates that:</p> <ul style="list-style-type: none"> the Project Budget contains an adequate level of detail; the Project Budget is consistent with the proposed Project activities; the Funding requested is adequately justified with respect to the Project’s scale and intended outcomes; and the Project Budget meets the criteria in these Guidelines in terms of exclusions for certain items (refer to Part 3.2).

In assessing each application, the Department may make independent inquiries about any of the matters that may be relevant to the evaluation of any Application (including past performance of the Applicant and any associated entities forming part of the Application or a Project) and may take this into consideration when assessing Applications.

5.4 Selection and notification

Following the assessment process, the Department will provide advice to the Minister for the Environment and Energy on the merits of each Application. The Minister will consider the recommended Applications, relative to the funding available.

In selecting Applications to receive funding, the Minister may select strategic or exceptional projects from outside the competitive funding round, provided such proposals meet the objectives of the Program.

The Minister will make the final determination on which Applications receive funding and no further negotiations will be entered into. The Department may, at its sole and absolute discretion, revisit the assessment process in exceptional circumstances.

The competitive nature of the Program means that not all eligible Applications may be funded.

All Applicants will be notified in writing of the outcome of their Application. Details of successful Applications will be published on the Department's website. All Applicants may request feedback from the Department on their Application (refer to Part 9).

PART 6 - CONDITIONS OF RECEIVING A GRANT

6.1 Funding Agreement

All funding for the Program will be administered by the Department. Each successful Applicant (referred to in this part as the **Recipient**) will enter into a funding agreement with the Department.

A funding agreement is a legally binding and enforceable, performance-based contract between the Department and a Recipient that sets out the terms, conditions and obligations governing the funding to be provided to the Recipient under the Program. A Recipient will be legally responsible for ensuring all of the obligations under the terms and conditions of the funding agreement are met. All Project funding payments are subject to the successful Applicant entering into, and complying with the terms and conditions of, a funding agreement.

The Department may withdraw the offer of funding if the funding agreement is not signed by the successful Applicant within the timeframe determined by the Department. A sample draft funding agreement will be made available on the Department's website and sets out the proposed terms and conditions of receiving funding under the Program.

If an Application from the trustee of a trust (refer to Part 2.1) is successful, a copy of the trust deed, including all amendments, must be provided to the Department prior to execution of the funding agreement. When providing the trust deed, the trustee must:

- ✓ provide a copy of the whole executed trust deed, along with any amendments to the deed; and
- ✓ certify the trust deed with a statement that "All changes to this trust deed, subsequent to its commencement, have been provided to the Department with this copy of the trust deed".

6.2 Legal requirements and approvals

All Projects must comply with relevant Commonwealth, state, territory and local authority laws, including (as applicable) environmental, heritage, cultural heritage, planning and animal welfare laws. The funding agreement will specify this requirement, and action may be taken to terminate the Project or retrieve Project funds where such laws have not been complied with.

6.3 Monitoring and reporting

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

All Recipients will be required to report on their project. This may include submission of a progress report/s, final report, and financial statement as part of the delivery of their Project. Recipients will need to keep written records of their activities and monitor the results. This information will help Recipients to evaluate and report on the success of their Project. Staff from the Department may contact Recipients to check how the Project is progressing, or to arrange a visit to the Project site.

Recipients must keep proper accounting records for all Project costs, including cash contributions, and submit an audited financial statement of income and expenditure (refer to Part 6.8) along with the Final Report.

Recipients may be required to provide information to the Department to assist with any evaluation of the Program.

6.4 Payments

Project payments will be made in accordance with the milestone schedule included in an executed funding agreement.

A Recipient must **not** commence work on the Project before a funding agreement is executed with the Department. Payments will not be backdated for activities that commenced before the execution of the funding agreement, and no payments will be made unless a funding agreement has been executed.

The funding agreement will include provision for the Department to seek repayment of funds that are found to not have been spent in accordance with the purposes specified in the funding agreement.

GST will be applied to payments based on the Recipient's GST status and entity type at the time of Application unless the Department is notified of a change at the time of entering into a funding agreement.

6.5 Taxation

Payments may give rise to assessable income. The amount, if any, included in assessable income will depend on the circumstances of each Recipient, and the precise terms and conditions under which the entitlement arises. Applicants are encouraged to seek independent legal and financial advice about the implications of receiving funding under the Program before entering into a funding agreement with the Department.

The Department does not provide financial advice to Applicants or Recipients in relation to their taxation obligations.

If the Recipient does not have an Australian Business Number (ABN), you will be required to complete a 'Statement by a Supplier' form (available from the Australian Taxation Office) before entering into a funding agreement with the Department. If you do not provide this statement, a withholding tax will apply to all payments.

6.6 Insurance

Recipients must ensure that, at the time of entering into the funding agreement; they hold the required insurance(s) for the level and duration specified in the funding agreement. The Department may require the Recipient to provide copies of the relevant certificates of currency for their insurance at any time during the term of the funding agreement (and beyond as applicable).

6.7 Work Health and Safety

Work Health and Safety (WHS) is a high priority for the Program.

Recipients must comply (and ensure that all parties involved in the Project, including any subcontractors, comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority WHS Laws.

Recipients will be responsible for identification and assessment of safety risks, identification and implementation of mitigation strategies to address such risks, and for ensuring the safety of any participants in the Project.

Recipients will be required to provide a safe work environment and appropriate safety equipment for all Project participants and ensuring safe access to Project sites where work is being carried out.

6.8 Project acquittal

Recipients must keep proper accounting records for all Project costs, including cash contributions. As a Recipient of public monies, Recipients are obliged to report on the financial and practical progress of the Project undertaken.

Once the Project is completed, Recipients must acquit their Project. The timeframe for final acquittal will be set out in the funding agreement and is normally within 40 business days of the agreed completion date for the Project.

All Recipients will be required to submit a Financial Statement (along with a Final Report) that has been audited by a Qualified Accountant who is independent of the Recipient.

PART 7 – RIGHTS AND RESPONSIBILITIES

7.1 Applicants

It is the responsibility of the Applicant to:

- ✓ fully and properly inform themselves of the requirements of the Program, these Guidelines and the Application process;
- ✓ where applicable, secure the written support of the site owner or manager of the Target Place which is the subject of the Application;
- ✓ ensure their Application is complete and accurate (the Department is not obliged to request additional or missing information);
- ✓ ensure their Application is received by the Department before the closing date and time;
- ✓ identify any information contained within their Application, which they consider should be

treated as confidential and provide reasons to the Department for the request (noting the Department will not be in breach of any confidentiality obligations where disclosure is required as outlined in Part 7.3);

- ✓ keep a copy of their Application for their records; and
- ✓ after submitting their Application, inform the Department of any changes to their circumstances, which may affect their Application or eligibility for funding under these Guidelines.

Risk, cost and expense

The Applicant's participation in any stage of the Application process, or in relation to any matter concerning the Application process or the Program, is at the Applicant's sole risk, cost and expense. The Australian Government will not be responsible for any costs or expenses incurred by an Applicant in preparing or lodging an Application or in taking part in the Application process. Funding Recipients will be fully responsible for implementing and delivering their Projects funded under the Program.

False and misleading information

Applicants are entirely responsible for the accuracy of all information submitted in their Application. If Applicants knowingly provide inadequate, false or misleading information, the Application may be excluded from the assessment process.

If an Applicant discovers any material discrepancy, ambiguity, inconsistency or errors in their submitted Application, they must immediately bring it to the attention of the Department. Applicants should be aware that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

The Department may request further information from an Applicant and allow an Applicant to remedy any discrepancy, ambiguity, inconsistency or error in an Application. The Department reserves the right to accept or disregard clarification information provided by an Applicant, and will not consider clarification information that materially improves or amends an Applicant's original Application. Projects may be terminated if it is identified that false or misleading information was provided in an Application.

Conflict of interest

A conflict of interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest.

A real or apparent conflict of interest will exist if you have a personal, private or professional interest that conflicts, or might reasonably be thought to conflict with, or to influence improperly, the discharge of your responsibilities for the work to be conducted under the grant if your Application is approved.

Applicants are required to declare, as part of their Application, that they have no existing conflicts of interest that would, or may, impact on, or prevent the Applicant proceeding with the Project.

Where a successful Applicant subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to managing their Project, they must inform the Department in writing immediately.

7.2 The Australian Government's obligations

The Australian Government is committed to ensuring:

- **fairness and impartiality:** Applicants will be treated equally and have the same opportunity to access information and advice;
- **consistency and transparency of process:** Applications will be evaluated in a systematic manner against the criteria outlined in Part 5.3 of these Guidelines;
- **security and confidentiality:** the processes adopted for receiving and managing Applicant information will ensure the security and confidentiality of information, as appropriate;
- **identification and resolution of potential conflicts of interest:** staff involved in the Application and assessment process are required to declare and address any actual, potential or perceived conflict of interest prior to providing any advice or assessment; and
- **circumstances for waiving/amending criteria or process:** the Australian Government is committed to ensuring that the Program is undertaken in a transparent manner and in accordance with these Guidelines. The Australian Government, however, reserves the right to amend these Guidelines by whatever means it may determine at its sole and absolute discretion and will, where possible, provide reasonable notice of these amendments. The Australian Government also reserves the right to vary, suspend or terminate the assessment process at any time and at its sole and absolute discretion.

7.3 Confidentiality and disclosure of information

Applicants must identify any information contained within their Application, which they consider should be treated as confidential and provide reasons for the request.

The Department will only consider a request for confidentiality where:

- the information to be protected is identified in specific rather than global terms;
- the information is by its nature confidential; and
- disclosure would cause detriment to the parties concerned.

The Department is subject to the legislative and administrative accountability and transparency requirements of the Australian Government, including disclosure to the Parliament and its Committees.

Notwithstanding any obligation of confidentiality, the Department may disclose, or allow at any time the disclosure of, any information contained in or relating to any Application:

- to its advisers, employees or internal management for purposes related to the Application and assessment processes, including to evaluate or otherwise assess Applications and manage any resultant funding agreement;
- to the responsible Minister;
- to other Members of Parliament subject to written approval by the Applicant;
- in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;
- within the Department, or with another agency, where this serves the Australian Government's legitimate interests;

- where the information is authorised or required by law to be disclosed, noting that information submitted to the Australian Government is subject to the *Freedom of Information Act 1982* (Cth) and its requirements; or
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by the Australian Government.

In submitting an Application, Applicants consent to the Department using the information submitted for the above mentioned purposes, for administering the Program, any other relevant programs and any other incidental or related purpose.

Applicants should be aware if they are successful, Commonwealth policy requires the Department to publish information on its website about Recipients, including but not limited to the:

- name of the person or entity receiving the funding;
- title and purpose of the Project;
- amount of funding awarded;
- term of the funding; and
- funding location.

By submitting an Application for funding under the Program, the Applicant consents to publication of the above information by the Department if they are awarded funding under the Program.

Personal information may be disclosed to other Australian Government agencies provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Cth). The Department will store and use the personal information collected by the Department in compliance with the Department's obligations under the *Privacy Act 1988* (Cth).

Requests to access or correct personal information should be addressed to:

Post: Privacy Contact Officer
Department of the Environment and Energy
GPO Box 787
CANBERRA ACT 2601

Email: privacy@environment.gov.au

PART 8 – COMPLAINTS AND DISPUTES

All enquiries and complaints will be handled in a manner consistent with the Department's Service Charter 2014-16, available from the Department's website at www.environment.gov.au/about-us/publications/service-charter.

The Department's Service Charter is a statement of the standards that clients can expect from the Department, their rights and responsibilities and how to find out more about the Department.

Feedback is important to the Department. Please contact the Department (refer to Part 9) with any concerns or comments about our service.

PART 9 – CONTACTING THE DEPARTMENT

For more information about the Program, or questions about the Application process, please contact the Department.

Telephone: 1800 653 004

Email: heritagegrants@environment.gov.au

Website: www.environment.gov.au/heritage/grants-and-funding/protecting-national-historic-sites/2016-17

Post: Protecting National Historic Sites 2016-17
Biodiversity Conservation Division
Department of the Environment and Energy
GPO Box 787
CANBERRA ACT 2601

Note: To ensure email queries are dealt with promptly, please include 'Protecting National Historic Sites 2016-17 Application' in the subject line.

APPENDIX A – TARGET PLACES (PLACES ON AUSTRALIA’S NATIONAL HERITAGE LIST RECOGNISED FOR THEIR HISTORIC HERITAGE VALUES)

To be eligible for funding under the Program, Projects **must** support activities to protect and conserve places on Australia’s National Heritage List recognised for their historic heritage values as specified in the table below.

If you are **not** the site owner/manager (as determined by the Department) of one of the Target Places listed below, you **must** include a letter of support for your proposed Project from the site owner/manager. Contact details of site owners/managers can be made available by contacting the Department.

Detailed information about the Target Places and their listed values can be found on the Australian Heritage Database at: www.environment.gov.au/cgi-bin/ahdb/search.pl.

Place	State	
1	Australian Academy of Science Building	ACT
2	Australian Alps National Parks and Reserves	ACT/ NSW/ VIC
3	Australian War Memorial and the Memorial Parade	ACT
4	Adelaide Park Lands and City Layout	SA
5	Batavia Shipwreck Site and Survivor Camps Area 1629 - Houtman Abrolhos	WA
6	Bondi Beach	NSW
7	Bonegilla Migrant Camp - Block 19	VIC
8	Brickendon Estate	TAS
9	Cascades Female Factory	TAS
10	Cascades Female Factory Yard 4 North	TAS
11	Castlemaine Diggings National Heritage Park	VIC
12	City of Broken Hill	NSW
13	Coal Mines Historic Site	TAS
14	Cockatoo Island	NSW
15	Coranderrk Mission	VIC
16	Cyprus Hellene Club - Australian Hall	NSW
17	Darlington Probation Station	TAS
18	Dirk Hartog Landing Site 1616 - Cape Inscription Area	WA
19	Echuca Wharf	VIC

Place		State
20	Eureka Stockade Gardens	VIC
21	First Government House Site	NSW
22	Flemington Racecourse	VIC
23	Fremantle Prison (former)	WA
24	Glenrowan Heritage Precinct	VIC
25	Goldfields Water Supply Scheme	WA
26	Great Ocean Road and Scenic Environs	VIC
27	Hermannsburg Historic Precinct	NT
28	High Court - National Gallery Precinct	ACT
29	High Court of Australia (former)	VIC
30	HMAS Sydney II and HSK Kormoran Shipwreck Sites	WA
31	HMS Sirius Shipwreck	EXT
32	HMVS Cerberus	VIC
33	Hyde Park Barracks	NSW
34	ICI Building (former)	VIC
35	Kingston and Arthurs Vale Historic Area	EXT
36	Kurnell Peninsula Headland	NSW
37	Mawson's Huts and Mawson's Huts Historic Site	EXT
38	Melbourne Cricket Ground	VIC
39	Moree Baths and Swimming Pool	NSW
40	Murtoa No. 1 Grain Shed	VIC
41	Myall Creek Massacre and Memorial Site	NSW
42	Newman College	VIC
43	North Head – Sydney	NSW
44	Old Government House and the Government Domain	NSW
45	Old Great North Road	NSW
46	Old Parliament House and Curtilage	ACT
47	Point Cook Air Base	VIC
48	Point Nepean Defence Sites and Quarantine Station Area	VIC

Place		State
49	Port Arthur Historic Site	TAS
50	QANTAS Hangar Longreach	QLD
51	Recherche Bay (North East Peninsula) Area	TAS
52	Richmond Bridge	TAS
53	Rippon Lea House and Garden	VIC
54	Royal Exhibition Building National Historic Place	VIC
55	Sidney Myer Music Bowl	VIC
56	Snowy Mountains Scheme	NSW
57	South Australian Old and New Parliament Houses	SA
58	St Kilda Road and Environs	VIC
59	Sydney Harbour Bridge	NSW
60	Sydney Opera House	NSW
61	The Burke, Wills, King and Yandruwandha National Heritage Place	SA/QLD
62	The West Kimberley	WA
63	Tree of Knowledge and curtilage	QLD
64	Wave Hill Walk Off Route	NT
65	Woolmers Estate	TAS

APPENDIX B – MULTI-TENURE SITE OWNER MANAGERS CONTACT LIST

To be eligible for funding under the Program, Projects **must** support activities to protect and conserve places on Australia’s National Heritage List recognised for their historic heritage values as specified in the table below.

If you are **not** the site owner/manager (as determined by the Department) of one of the multi-tenure Target Places listed below, you **must** include a letter of support for your proposed Project from the site owner/manager. Contact details of site owners/managers can be made available by contacting the Department.

Place	
1	Australian Alps National Parks and Reserves
2	Australian War Memorial and the Memorial Parade
3	Adelaide Park Lands and City Layout
4	Bondi Beach
5	City of Broken Hill
6	Coranderrk Mission
7	Glenrowan Heritage Precinct
8	Goldfields Water Supply Scheme
9	Great Ocean Road and Scenic Environs
10	High Court - National Gallery Precinct
11	Kingston and Arthurs Vale Historic Area
12	Kurnell Peninsula Headland
13	North Head – Sydney
14	Old Government House and Government Domain
15	St Kilda Road and Environs
16	Wave Hill Walk Off Route
17	The Burke, Wills, King and Yandruwandha National Heritage Place
Due to the listing crossing state boundaries, the Department will consider applications from Applicants who own or manage one of the five places within this listing. The five places are: the Dig Tree and Fort Wills Site, Burke’s Tree, Wills’ Site, King’s Site and Howitt’s Site. Applications under this listing will be assessed by the Department against the National Heritage List values for the Burke, Wills, King and Yandruwandha National Heritage Place.	
17	The West Kimberley
Due to the size of the West Kimberley listing the Department will consider applications from applicants who own or manage an area within the larger listed boundary. Applications under this listing will be assessed by the Department against the National Heritage List values for the West Kimberley National Heritage Place.	

APPENDIX C – GLOSSARY OF TERMS

Term	Definition
Applicant	An entity that makes an Application for funding under the Program. An Applicant may become a grant Recipient should their Project be awarded funding.
Application	An Application for funding to the Australian Government under the Program.
Australian Business Number (ABN)	An Australian Business Number (ABN) is a unique identifier numeric code that identifies an Australian person(s) or legal entity for the purposes of dealing with the Australian Taxation Office, other businesses and all levels of government. An ABN is required to register for GST and other elements of the Australian Taxation System.
AEST	Australian Eastern Standard Time.
Burra Charter	The Burra Charter and its accompanying guidelines are considered the best practice standard for cultural heritage management in Australia. (http://australia.icomos.org/publications/charters/)
Conservation Management Plan	A Conservation Management Plan (CMP) is a document which sets out what is significant about a place. It is an important document to help owners, managers and the Australian Heritage Council understand the heritage values of a place in detail, and how those values can be best conserved given the particular management context of the place. It helps to manage change, and is a widely used tool. The Burra Charter process provides a useful guide for preparing CMPs.
Department	The Australian Government Department of the Environment and Energy.
Moderation Panel	A Departmental panel that will moderate the assessed Applications, and provide recommendations to the Minister on Applications suitable to receive funding under the Program.
Multi-tenure listing	A listing in which there are several or various managers or owners within the boundary area.
Australia's National Heritage List	Australia's National Heritage List is a list of places with outstanding natural, Indigenous or historic heritage value to the nation. Places nominated to Australia's National Heritage List must meet one or more of nine National Heritage criteria (www.environment.gov.au/heritage/about/national/national-heritage-list-criteria), and must reach the threshold of "outstanding value to the nation".
Program	Protecting National Historic Sites Program.
Project	A Project is an agreed schedule of work activity/activities that must be completed by 30 June 2018.

Recipient	An Applicant who has been awarded funding under the Program for their Project.
Site manager	A person who manages a place. listed for its historic heritage values on Australia's National Heritage List, found in the Australian Heritage Database .
Site owner	A person or entity that has legal ownership of title of the place listed for its historic heritage values on Australia's National Heritage List, found in the Australian Heritage Database .
Statement by a Supplier	If an Applicant does not hold a current ABN, the Applicant will be required to complete a 'Statement of Supplier' form available from the Australian Taxation Office before entering into any funding agreement with the Australian Government. Further information is available at: www.ato.gov.au/Forms/Statement-by-a-supplier--not-quoting-ABN-to-an-enterprise/ .
Target Places	The 65 sites on Australia's National Heritage List, recognised for their historic heritage values, which are eligible for funding under the Program, as specified in Appendix A .
Work Health and Safety (WHS)	In the context of the Program, this means protecting the health and safety of workers and other persons while in the workplace from exposure to hazards and risks, and the terms 'worker', 'workplace' and 'other persons' are defined and used in the relevant WHS Laws.
WHS Laws	Applicable work, health and safety statute, regulation, by-law, ordinance or subordinate legislation in force from time to time in the relevant state or territory.