



Protecting National Historic Sites

Frequently Asked Questions

If you have read the Protecting National Historic Sites Application Guidelines and the Protecting National Historic Sites 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 Protecting National Historic Sites Programme will open on **Monday 30 March 2015**.

When do applications for funding close?

Applications to the Protecting National Historic Sites Programme will close at **2pm (AEST) on Wednesday 22 April 2015**.

Eligibility

Who can apply?

The Protecting National Historic Sites programme is inviting owners/managers of places that are listed on Australia's National Heritage List for their historic heritage values.

To be eligible for funding, you must be the site owner or site manager of an Australia National Heritage List place that is listed on Australia's National Heritage List for its historic heritage values as specified in [Appendix A](#) of these FAQs.

You must also be a legal entity able to enter into a funding agreement with the Commonwealth of Australia (as represented by the Department of the Environment), 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; and
- ✓ 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 not the owner or manager of a place listed on Australia's National Heritage List for their historic heritage values as specified in [Appendix A](#) of these FAQs; and
- ✗ are not a legal entity.

How much funding can I apply for?

Grants of between \$25,000 (GST exclusive) and \$1 million (GST exclusive) will be made available through the Protecting National Historic Sites programme.



What places are eligible for funding?

Protecting National Historic Sites will fund eligible Applicants to deliver Projects that support the conservation, restoration and protection of any one of the 58 places that are listed on Australia's National Heritage List for their historic heritage values *only* (refer to [Appendix A](#) of these FAQs).

Note: Only one Application is allowed per place per Applicant.

Project Activities

What activities may be funded?

Protecting National Historic Sites will fund a range of activities that protect or maintain historic sites. Activities include:

- ✓ those identified in Conservation Management Plans for places listed on Australia's National Heritage List for their historic heritage values;
- ✓ the development of a new Conservation Management Plan, revision of an existing Conservation Management Plan, or improved management arrangements; or
- ✓ maintaining or enhancing the values of a place listed on Australia's National Heritage List for their historic heritage values, through development of facilities to enhance visitor understanding and physical access to sites.

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/>.

Alternatively, if you cannot access the Burra Charter online, you may contact the Department to request a hard copy (see Part 10 of the guidelines for information about contacting the Department).

What activities/costs will not be funded?

The following types of activities or costs will not be funded through the Protecting National Historic Sites:

The following types of activities and costs are **not** eligible for funding under the Programme:

- ✗ activities associated with places that are **not** specified in [Appendix A](#) to these FAQs;
- ✗ activities that will not be completed by 30 June 2017;
- ✗ 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 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;

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.



- ✘ celebrations or promotional activities; and
- ✘ the transfer or acquisition of property.

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.

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 2017.

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 Protecting National Historic Sites' 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 that are listed for their historic heritage values 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/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:

- Protecting National Historic Sites application form (hard copy version).
- Protecting National Historic Sites 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 Protecting National Historic Sites 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.

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 Protecting National Historic Sites 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 should clearly identify each individual activity including the timing and delivery of each component of the project.

In completing my "Project Budget" within the *Protecting National Historic Sites Application Form*, do I need to request funding from the Australian Government in the 2014-15 financial year?

Yes, all applicants will need to request an amount of funding from the Australian Government in the 2014-15 financial year within their Project Budget. The Department suggests that applicants seek at least 10% of the total funds requested in the 2014-15 financial year."



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.

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 won't 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 Protecting National Historic Sites programme will be assessed on eligibility and merit.

The assessment process takes into account an application's contribution to achieving the Protecting National Historic Sites 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 Protecting National Historic Sites 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 Protecting National Historic Sites, 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 Protecting National Historic Sites projects. You may be required to submit milestone progress and financial 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 final report 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 identified 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?



Australian Government

Department of the Environment

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 'Protecting National Historic Sites' in the subject line of all emails for a timely response.)
- Website: <http://www.environment.gov.au/pnhs>
- Post: Protecting National Historic Sites
Department of the Environment
GPO Box 787
CANBERRA ACT 2601



Appendix A

To be eligible for funding under the Programme, 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.

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

Place	State	Environment	
1	Adelaide Park Lands and City Layout	SA	Historic
2	Australian Academy of Science Building	ACT	Historic
3	Australian War Memorial and the Memorial Parade	ACT	Historic
4	Batavia Shipwreck Site and Survivor Camps Area 1629 - Houtman Abrolhos	WA	Historic
5	Bondi Beach	NSW	Historic
6	Bonegilla Migrant Camp - Block 19	VIC	Historic
7	Brickendon Estate	TAS	Historic
8	Cascades Female Factory	TAS	Historic
9	Cascades Female Factory Yard 4 North	TAS	Historic
10	Castlemaine Diggings National Heritage Park	VIC	Historic
11	City of Broken Hill	NSW	Historic
12	Coal Mines Historic Site	TAS	Historic
13	Cockatoo Island	NSW	Historic
14	Cyprus Hellene Club - Australian Hall	NSW	Indigenous/Historic
15	Darlington Probation Station	TAS	Historic
16	Dirk Hartog Landing Site 1616 - Cape Inscription Area	WA	Historic
17	Echuca Wharf	VIC	Historic
18	Eureka Stockade Gardens	VIC	Historic
19	First Government House Site	NSW	Historic
20	Flemington Racecourse	VIC	Historic
21	Fremantle Prison (former)	WA	Historic
22	Glass House Mountains National Landscape	QLD	Natural/Historic/ Indigenous
23	Glenrowan Heritage Precinct	VIC	Historic
24	Goldfields Water Supply Scheme	WA	Historic
25	Great Ocean Road	VIC	Historic/Natural
26	Hermannsburg Historic Precinct	NT	Indigenous/Historic



Australian Government
Department of the Environment

Place		State	Environment
27	High Court - National Gallery Precinct	ACT	Historic
28	High Court of Australia (former)	VIC	Historic
29	HMAS Sydney II and HSK Kormoran Shipwreck Sites	WA	Historic
30	HMS Sirius	EXT	Historic
31	HMVS Cerberus	VIC	Historic
32	Hyde Park Barracks	NSW	Historic
33	ICI Building (former)	VIC	Historic
34	Kingston and Arthurs Vale Historic Area	EXT	Historic
35	Kurnell Peninsula Headland	NSW	Historic/Indigenous
36	Mawsons Huts and Mawsons Huts Historic Site	EXT	Historic/Natural
37	Melbourne Cricket Ground	VIC	Historic
38	Murtoa No. 1 Grain Shed	VIC	Historic
39	Newman College	VIC	Historic
40	North Head - Sydney	NSW	Historic/Natural/ Indigenous
41	Old Government House and the Government Domain	NSW	Historic
42	Old Great North Road	NSW	Historic
43	Old Parliament House and Curtilage	ACT	Historic
44	Point Cook Air Base	VIC	Historic
45	Point Nepean Defence Sites and Quarantine Station Area	VIC	Historic
46	Port Arthur Historic Site	TAS	Historic
47	QANTAS Hangar Longreach	QLD	Historic
48	Recherche Bay (North East Peninsula) Area	TAS	Historic/Indigenous
49	Richmond Bridge	TAS	Historic
50	Rippon Lea House and Garden	VIC	Historic
51	Royal Exhibition Building and Carlton Gardens	VIC	Historic
52	Sidney Myer Music Bowl	VIC	Historic
53	South Australian Old and New Parliament Houses	SA	Historic
54	Sydney Harbour Bridge	NSW	Historic
55	Sydney Opera House	NSW	Historic
56	The West Kimberley	WA	Natural/Indigenous/ Historic
57	Tree of Knowledge and curtilage	QLD	Historic
58	Woolmers Estate	TAS	Historic