



Protecting National Historic Sites Programme

Multi-year Grants from \$25,000 (GST exclusive) to \$1,000,000 (GST exclusive) to conserve, restore and protect places on Australia's National Heritage List recognised for their historic values as specified in Appendix A to these Guidelines.

2014-15 Application Guidelines

To be eligible for consideration, applications **must** be received by the Department of the Environment **before 2:00pm (AEST*)** on:

22 APRIL 2015

LATE APPLICATIONS MAY NOT BE ACCEPTED

For further information about the Protecting National Historic Sites Programme, contact:

Protecting National Historic Sites
Department of the Environment
Phone: 1800 653 004
Email: heritagegrants@environment.gov.au
Website: www.environment.gov.au/pnhs

*Australian Eastern Standard Time

These Guidelines are for the Protecting National Historic Sites Programme only.

IMPORTANT INFORMATION

- ✓ These 2014-15 Application Guidelines for the Protecting National Historic Sites Programme (Guidelines) provide information to help eligible organisations and individuals prepare an application for funding (Application) to undertake a Protecting National Historic Sites Programme project (Project). These Guidelines provide information on the Application process and the criteria that will be used to assess Applications submitted under the Protecting National Historic Sites Programme.
- ✓ Programme funds will only be made available to site owners or managers of places listed on Australia's National Heritage List (as specified in Appendix A) for their historic heritage values. The Programme will support activities to conserve, protect and manage these sites.
- ✓ Applicants may submit proposals for multi (up to three years) year projects. Projects **must** commence in 2014-15.
- ✓ If you are submitting an Application you must ensure that you are the site owner or site manager of the place you are submitting an application for.

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TABLE OF CONTENTS

AUSTRALIA’S NATIONAL HERITAGE AND HERITAGE GRANTS PROGRAMME	5
PART 1 – PROTECTING NATIONAL HISTORIC SITES PROGRAMME OVERVIEW.....	5
1.1 Overview	5
1.3 Timeframes.....	6
PART 2 - ELIGIBILITY	7
2.1 Who is eligible to apply?	7
2.2 Who is not eligible to apply?.....	7
2.3 What places are eligible for funding?	7
2.4 When do the projects have to be completed?	7
2.5 Co-contributions	8
PART 3 – WHAT WILL THE PROGRAMME FUND?	8
3.1 What funding is available?	8
3.2 What Project activities will be funded?	8
3.3 What Project activities and costs are not eligible for funding?	9
PART 4 - INSTRUCTIONS FOR APPLYING	9
4.1 How to apply	9
4.2 Things to know when completing an Application.....	10
4.3 Application declarations	10
4.4 Closing date and time	11
4.5 Late Applications.....	11
4.6 Receipt and registration.....	12
PART 5 – ASSESSMENT PROCESS	12
5.1 Eligibility check.....	12
5.2 Assessment	12
5.3 Assessment criteria	13
5.4 Selection and notification	14
PART 6 - CONDITIONS OF RECEIVING A GRANT.....	14
6.1 Funding Agreement.....	14
6.2 Legal requirements and approvals.....	15
6.3 Monitoring and reporting	15
6.4 Payments.....	15
6.5 Taxation.....	16

6.6 Insurance.....	16
6.7 Work Health and Safety	16
6.8 Project acquittal	17
PART 7 – RIGHTS AND RESPONSIBILITIES.....	17
7.1 Applicants.....	17
7.2 The Australian Government’s obligations.....	18
7.3 Confidentiality and disclosure of information	19
PART 8 ENQUIRIES AND COMPLAINTS.....	20
PART 9 – CONTACTING THE DEPARTMENT.....	20
APPENDIX A – PLACES ON AUSTRALIA’S NATIONAL HERITAGE LIST RECOGNISED FOR THEIR HISTORIC HERITAGE VALUES.....	22
APPENDIX B – GLOSSARY OF TERMS.....	24

AUSTRALIA'S NATIONAL HERITAGE AND HERITAGE GRANTS PROGRAMME

The Australian Government's Plan for a Cleaner Environment rests on four pillars: clean air, clean land, clean water and national heritage.

Australia's unique heritage is central to our national identity; it underpins our sense of place and makes a positive contribution to the nation's wellbeing. More than a legacy from our past, heritage is an integral part of life today. By protecting our heritage, we conserve valuable community assets and ensure that those places, traditions and stories can be experienced and enjoyed by future generations.

From places that define who we are and tell the story of our country's past, to the places that reflect our evolving heritage and where we are going, Australia's National Heritage List represents the stories from our past that makes up Australia's identity today.

To be included on Australia's National Heritage List under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act), a place must have one or more National Heritage values (as defined by section 324D of the EPBC Act). A place can be included in Australia's National Heritage List for the following types of National Heritage values:

- natural heritage values
- Indigenous heritage values
- historic heritage values.

The Australian Government is providing funding over three financial years to help protect and conserve places on Australia's National Heritage List. The Government's Heritage Grants will be delivered through two separate programmes: the Protecting National Historic Sites Programme and the Community Heritage and Icons Grants Programme:

These Guidelines are for the Protecting National Historic Sites Programme only.

Further information about the Protecting National Historic Sites programme is available at: www.environment.gov.au/pnhs.

PART 1 – PROTECTING NATIONAL HISTORIC SITES PROGRAMME OVERVIEW

The Protecting National Historic Sites Programme is restricted to sites listed on Australia's National Heritage List listed for their historic heritage values.

1.1 Overview

The Protecting National Historic Sites Programme (**Programme**) focuses on supporting activities that protect, manage and conserve places on Australia's National Heritage List recognised for their historic

values.

This Programme is restricted to the 58 places which are listed on Australia's National Heritage List for their historic heritage values as specified in [Appendix A](#) to these Guidelines.

Only owners and managers of these sites are eligible to apply for funding under the Programme.

Programme Budget

	2014/15 (million*)	2015/16 (million*)	2016/17 (million*)	TOTAL: (million*)
Funding available through Protecting National Historic Sites Programme Guidelines	\$2.66	\$4.42	\$4.42	\$11.50
Funding committed to the implementation of 2013 Heritage Election Commitments	\$1.76	\$0	\$0	\$1.76
Total Programme funding	\$4.42	\$4.42	\$4.42	\$13.26

*GST Exclusive

Grant funding of \$11.5 million will be made available over three years. Grants of between \$25,000 (GST exclusive) and \$1 million (GST exclusive) will be made available under these guidelines for one or multi year (up to three years) projects. Opportunities to apply for projects in out-years will be made through future guidelines. It is anticipated, subject to available funds, the Australian Government will run additional competitive grant rounds in 2015-16 and 2016-17. Please monitor the website for future announcements.

1.2 Programme Objective and Outcomes

The Objective of the Programme 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 Programme are:

- ✓ improved conservation, preservation and access to Australia's National Heritage List places recognised for their historic heritage values; and
- ✓ improved awareness of, and engagement with, these sites.

1.3 Timeframes

Table 1: Indicative timing for implementation of the Programme

Applications open	30 March 2015
Applications close	2.00pm (AEST*) 22 April 2015
Assessment	May 2015

Successful projects announced	May 2015
Funding agreements offered	May 2015
Funding agreements executed and funding released	May 2015
Projects completed	Project activities must be completed by 30 June 2017

*Australian Eastern Standard Time.

PART 2 - ELIGIBILITY

2.1 Who is eligible to apply?

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](#) to these Guidelines.

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)).

2.2 Who is not eligible to 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](#) to these Guidelines; and
- ✗ are not a legal entity.

2.3 What places are eligible for funding?

The Programme will support activities that maintain, protect and conserve places on Australia's National Heritage List that are listed for their historic heritage values as specified in [Appendix A](#) to these Guidelines.

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

2.4 When do the projects have to be completed?

Projects must begin on execution of the funding agreement and before June 30 2015. Projects

activities must be completed by 30 June 2017 in the final year for which the grant has been approved. .

2.5 Co-contributions

The Applicant must contribute a minimum of **20 percent (%) in cash funding** towards the total cost of the project. For example if you are seeking to complete a \$100,000 project (in total) you will require a \$20,000 cash contribution, and may apply for a grant of up to \$80,000 under these guidelines. The application process will provide further guidance on how to record your cash contributions in the budget table and you will be required to report on expenditure through the acquittals process.

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 Programme or any other Australian Government programme/s; and
- ✘ funds from any other grant programmes not secured at the time of applying.

PART 3 – WHAT WILL THE PROGRAMME FUND?

3.1 What funding is available?

Up to \$11.5 million (GST exclusive) over three financial years from 2014-17 will be made available through these Guidelines. Applicants are invited to apply for one year or multi year projects from between \$25,000 (GST exclusive) and \$1 million (GST exclusive).

Applicants submitting projects through this round will, at a minimum, be required to enter into a funding agreement with the Australian Government before 30 June 2015 and complete project activities by 30 June 2017 in the final year for which the grant has been approved.

3.2 What Project activities will be funded?

Funding can be used to support 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 for information about contacting the Department).

Note: Funding through this round will only be paid for work outlined in the Funding Agreement. A request for funding to support additional activities that are not outlined in your funding agreement is unlikely to be considered.

3.3 What Project activities and costs are not eligible for funding?

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

PART 4 - INSTRUCTIONS FOR APPLYING

The Programme is a competitive grants programme. All Applications will be assessed on information provided in the Application form. 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.

Only one Application is allowed *per place per Applicant*.

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 and Part 3).
3. Complete the online Application form available at www.environment.gov.au/pnhs.

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.

Note: If you are unable to use the electronic Application form, please contact the Department (refer to Part 10) 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 4.4). Use of the electronic Application form is recommended.

4. Submit your Application such that it is received by the Department before the closing date and time (refer to Part 4.4).

Send hardcopy Applications to:

<p>Post:</p> <p>Protecting National Historic Sites Biodiversity Conservation Division Department of the Environment GPO Box 787 CANBERRA ACT 2601</p>	<p>Courier deliveries to:</p> <p>Protecting National Historic Sites Biodiversity Conservation Division Department of the Environment John Gorton Building, King Edward Terrace PARKES ACT 2600</p>
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5. Keep a copy of your 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 is not obliged to 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 on-line 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 a declaration regarding their Application which will be considered in the assessment process (refer to Part 4.3). The Applicant Declaration will seek a declaration of the status of any existing contractual or statutory arrangements with the Commonwealth that are the responsibility of the applicant.
- ✓ Submission of the Application form online are to 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 Application declarations

Applicants are required to complete a declaration 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:

- ✓ 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 Commonwealth of Australia.

- ✓ The Applicant is the owner or manager of the place which is the subject of the Application
- ✓ Where proposed activities may directly or indirectly affect Indigenous sites or places of value, the Applicant has, or is able to obtain, the necessary permits and/or support from the relevant traditional owners and/or local Indigenous organisations
- ✓ 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 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 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
- ✓ 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
- ✓ No funding has been received, in part or in full, for activities that are the subject of the Application from any other funding source except as identified in the Application. Applicants may, however, seek to build on activities undertaken with previous grant funding (i.e. to do a further stage of a larger project)
- ✓ Written documentation supporting the declarations will be provided to the Department upon request
- ✓ The information provided in the Application is complete 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.

4.4 Closing date and time

- Electronic Applications **must**, subject to Part 4.5, be received by the Department **before 2.00pm (AEST) on Wednesday 22 April 2015 (closing date and time)**.
- If you are submitting a hard copy *Application form* it **must** be received by the Department **before 2 pm (AEST) Wednesday 22 April 2015**. If you believe your Application may not arrive before this time, please contact the Department on 1800 653 004.

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

4.5 Late Applications

Unless an alternative timeframe has been agreed to in writing by the Department *prior* to the closing date and time, any application, or other relevant documentation and attachments to the Application Form, received by the Department *after* the closing date and time will **not** be accepted and will **not** be assessed.

The Department may, in its sole and absolute discretion, consider admitting late applications in response to circumstances that may prevent on-time lodgement. Applicants should attempt to contact the Department *before* the closing date and time and clearly articulate reasons which may have prevented lodgement. The Department is under no obligation to agree to an extension and any

extension granted will be at the Department's sole and absolute discretion.

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

4.6 Receipt and registration

An automatic receipt will be generated once an electronic Application is submitted. Please contact the Department immediately 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 Programme is fair and in accordance with the current *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 and Part 3). Applications that do not meet the eligibility criteria will be deemed ineligible and will not be assessed or recommended for funding. The Applicant's response to the declaration requirements will also be considered (Part 4.3).

5.2 Assessment

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 on their merit based on information provided in the Application form and relative to the extent other Applications have demonstrated alignment with the Programme'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 assess 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 information about the Applicant such as the Applicant's previous performance in similar programmes.

The Department may contact Applicants during the assessment process to seek clarification about the Application, especially where the information provided in the Application is ambiguous or where contradictory statements are made.

The Department reserves the right to accept or disregard additional information, at its sole and absolute discretion, provided by the Applicant. Information that may materially improve or amend an Applicant’s original Application will not be included in the Assessment Process..

A Departmental Moderation Panel, chaired by an independent member, 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’s consideration:

- ✓ the status of existing contractual or statutory arrangements with the Commonwealth that are the responsibility of the applicant;
- ✓ commitments made by the Australian Government;
- ✓ the total funds available under the Programme;
- ✓ the focus of Projects relative to the funding available;
- ✓ the distribution of Projects across Australia;
- ✓ a balance of Project types ;
- ✓ a balance of organisation types; and
- ✓ a mix of project types.

The assessment process will determine whether the 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 for the Programme will be assessed. All assessment criteria are weighted equally.

Assessment criteria	Considerations
1. Demonstrated alignment with the Objective and Outcome of the Programme (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 Programme Objective ‘<i>maintain, protect and conserve the places on Australia’s National Heritage List (NHL) that are listed for their historic heritage values</i>’ (and associated Outcomes); • demonstrates alignment between the Project activities, and these Guidelines; and • demonstrates alignment with relevant conservation management plans, strategies and priorities for Australia National Heritage Listed place. The Application should refer to the relevant plan(s) by name where possible.
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; • 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,

Assessment criteria	Considerations
	<p>delivery mechanism and activities, and any risks, including relating to Work Health and Safety; and</p> <ul style="list-style-type: none"> • 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.

5.4 Selection and notification

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

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

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 Programme means that, in this case, 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 (see Part 9 for the Department’s contact details).

PART 6 - CONDITIONS OF RECEIVING A GRANT

6.1 Funding Agreement

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

A funding agreement is a legally 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 Programme. 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 is available at www.environment.gov.au/pnhs and sets out the proposed terms and conditions of receiving funding under the Programme.

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:

- ✓ 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”.

Applicants are expected to read the sample draft funding agreement in conjunction with these Guidelines and familiarise themselves with all its terms and conditions. Without limiting the need for Applicants to read the sample draft funding agreement, some key requirements of the funding agreement are outlined in the following parts.

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 (including a Statutory Declaration) as part of the delivery of their Project. Reporting arrangements will be proportional to the size and duration of the grant. You will need to keep written records of your activities and monitor the results. This information will help you to evaluate and report on the success of your Project. Staff from the Department may contact you to check how your Project is progressing, or to arrange a visit to the Project site.

You must keep proper accounting records for all Project costs, including cash contributions, and submit a financial statement (refer to Part 6.4).

Recipients may be required to provide information to the Departments to assist with any evaluation of the Programme.

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 not to 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 Programme 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 Applicant 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 Programme.

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. Applicants should consider this when preparing their Project budgets. 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.

For all Projects up to \$80,000 (GST exclusive):

- Recipients who are groups will need to prepare/submit a financial statement signed/agreed by the organisation's Chief Executive Officer and Treasurer/Chief Finance Officer (or their equivalents). A financial template will be available at www.environment.gov.au/pnhs.
- Recipients who are individuals will be required to submit a financial statement prepared by an independent qualified accountant (for individuals only, up to \$500 (GST exclusive) of grant monies can be used for this purpose). This will involve the independent qualified accountant examining the Project's records and certifying that all funds have been expended in accordance with the funding agreement. Individuals will also be required to sign and submit a statutory declaration declaring that funds have only been used on approved Project activities as per the funding agreement.

For all Projects seeking over \$80,000 (GST exclusive) project acquittal will involve an independent audit of the Project's records annually with a certification that all funds have been expended in accordance with the funding agreement by the the organisation's Chief Executive Officer and Treasurer/Chief Finance Officer (or their equivalents) .

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 Programme, these Guidelines and the Application process;
- ✓ ensure their Application is complete and accurate as 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 this Part 8;
- ✓ keep a copy of their Application and attachments 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 Programme, 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 Programme.

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 (refer to Part 10). 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
- **circumstances for waiving/amending criteria or process:** the Australian Government is committed to ensuring that the Programme 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 and/or Parliamentary Secretary 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 Programme, any other relevant programmes 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 Programme, the Applicant consents to publication of the above information by the Department if they are awarded funding under the Programme.

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 them in compliance with their 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
 GPO Box 787
 CANBERRA ACT 2601

Email: privacy@environment.gov.au

PART 8 ENQUIRIES AND COMPLAINTS

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.

If an Applicant is dissatisfied with the way their Application has been handled by the Department, the Applicant can lodge a complaint by contacting the Department. Refer to Part 9 for contact details.

The complaint will be managed in line with the Department's Complaints Management Policy. The Department is committed to consistent, fair and confidential handling of complaints and to resolving complaints as quickly as possible. Complaints will be handled impartially and in a confidential manner.

PART 9 – CONTACTING THE DEPARTMENT

For more information about the Programme, or questions about the Application process, please contact the Department via any of the following contact methods:

- Programme information line : 1800 653 004
- Email: heritagegrants@environment.gov.au
- Website: www.environment.gov.au/pnhs
- Post: Protecting National Historic Sites
 Biodiversity Conservation Division

Department of the Environment
GPO Box 787
CANBERRA ACT 2601

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

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

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

Place		State	Environment
25	Great Ocean Road	VIC	Historic/Natural
26	Hermannsburg Historic Precinct	NT	Indigenous/Historic
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

APPENDIX B – GLOSSARY OF TERMS

Term	Definition
Applicant	An entity that makes an Application for funding under the Programme. An Applicant may become a grant Recipient should their Project be awarded funding.
Application	An Application to the Australian Government under the <i>Protecting National Historic Sites Programme</i> .
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 Commonwealth Department of the Environment.
Legal entity	To be eligible for funding under the Protecting National Historic Sites Programme, the Applicant must be an Australian person(s) or entity able to enter into a legally binding funding agreement with the Department.
Moderation Panel	A panel with an independent Chair that will moderate the assessed Applications, and provide recommendations to the Minister on Applications suitable to receive funding under the Programme.
Australia's National Heritage List	Australia's National Heritage List (Appendix A) 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 (http://www.environment.gov.au/heritage/about/national/national-heritage-list-criteria), and must reach the threshold of "outstanding value to the nation".
Programme	Protecting National Historic Sites Programme.
Project	A Protecting National Historic Sites Programme Project is an agreed schedule of work activity/activities that must be completed by 31 December 2016.
Recipient	An Applicant who has been awarded funding under the Programme for their Project.
Site manager	A person who manages a place listed for their heritage value 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 their heritage value 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: https://www.ato.gov.au/Forms/Statement-by-a-supplier--not-quoting-ABN-to-an-enterprise/ .
Work Health and Safety (WHS)	In the context of the Protecting National Historic Sites Programme, 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.