



Protecting National Historic Sites 2016-17

Frequently Asked Questions

If you have read the Protecting National Historic Sites 2016-17 Application Guidelines and the Protecting National Historic Sites 2016-17 Application Form but still have questions, please consult these frequently asked questions (FAQs). If your question is not answered here, please contact the Department (see 'Contacting the Department' at the end of these FAQs).

Program dates

When do applications for funding open?

Applications to the 2016-17 Protecting National Historic Sites Program will open on **Tuesday 7 March 2017**.

When do applications for funding close?

Applications to the 2016-17 Protecting National Historic Sites Program will close at **2pm (AEST) on Thursday 6 April 2017**.

Eligibility

Who can apply?

To be eligible for funding, you must:

- a. either:
 - be the site owner or site manager of a Target Place; **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.

- 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)).

How much funding can I apply for?

Grants of between \$25,000 (GST exclusive) and \$80,000 (GST exclusive) will be made available through the Protecting National Historic Sites program in 2016-17.



What places are eligible for funding?

In 2016-17, the Program will fund eligible Applicants to deliver Projects that support the preservation, management and conservation of any one of the 65 places that are listed on Australia's National Heritage List for their historic heritage values *only* (refer to [Appendix A](#) of these FAQs).

Project Activities

What activities may be funded?

The Program will provide funding 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 sites.

What activities/costs will not be funded?

The following types of activities or costs will not be funded through the Program in 2016-17:

- ✗ activities associated with places that are **not** specified in [Appendix A](#) to these FAQs;
- ✗ activities that do not have the 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.

Can proposals include costs incurred from the application process?

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

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.



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 2018.

Can I apply for funding for projects already underway?

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

If you apply for funding do not begin projects dependent on the Protecting National Historic Sites program funding until you have been notified that you have been successful and the Funding Agreement has been executed by the Department.

Australia's National Heritage List

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

Places that are on Australia's National Heritage List that are listed for their historic heritage values are available at [Appendix A](#) of these FAQs.

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

Application Information

Can I submit more than one application?

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.

What happens if I cannot apply online?

The electronic application form is the Department's preferred method of receiving applications.

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

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

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

Can Departmental staff complete the application form for me?

No. Departmental staff cannot complete an application on your behalf. If you are having difficulty completing an application, or have any queries relating to the Protecting National Historic Sites 2016-17 program, please contact the Department.



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

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

If you submit an online application you will be issued with a receipt number. **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.

Ensure that you address the mandatory requirement of a minimum 20% cash co-contribution (of the funding sought from the Australian Government) from you the Applicant and third parties (if applicable).

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

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

For example:

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

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

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

If you are not the owner or site manager of the Target Place, including those Target Places that encompass multiple tenures, which is the subject of your application, you must seek written approval from the owner(s) or manager(s) of the place prior to submitting your application for funding, and attach to your application. A Letter of Support template has been provided on the Program website.



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.

Do I have to enter a 'Trading Name'?

Although not marked as a mandatory question, you will need to enter a trading name for the Applicant in order to be able to submit the Application Form.

Will late applications be considered?

Late Applications will not be accepted unless approved by the Department **prior to the closing date and time** of applications. The Applicant will need to have contacted the Department and provided evidence of exceptional circumstances preventing on-time lodgement prior to the closing date and time. Any request for extension will be at the Department's sole discretion.

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

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

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

Assessment of applications

How will applications be assessed?

Applications under Protecting National Historic Sites 2016-17 will be assessed on eligibility and merit.

The assessment process takes into account an application's contribution to achieving the Protecting National Historic Sites 2016-17 program objective 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 Program 2016-17 Application 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 Protecting National Historic Sites 2016-17 Application Guidelines. As there are limited funds available through the Program, all Applications will be assessed and ranked on their merit based on information provided in the Application form and relative to other Applications with the same focus.

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

Project Delivery

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

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

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?



Australian Government

Department of the Environment and Energy

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 funding sought?

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

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

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

Information for unsuccessful applicants

If my application is unsuccessful, what happens next?

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

Contacting the Department

Where can I go for further information?

If you have any further questions, please contact the Department.

Telephone: 1800 653 004

Email: heritagegrants@environment.gov.au
(Please include 'Protecting National Historic Sites' in the subject line of all emails for a timely response.)

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



Australian Government

Department of the Environment and Energy



Appendix A

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.

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	
1	Adelaide Park Lands and City Layout	SA
2	Australian Academy of Science Building	ACT
3	Australian Alps National Parks and Reserves	ACT/ NSW/ VIC
4	Australian War Memorial and the Memorial Parade	ACT
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
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



Place	State	
26	Great Ocean Road	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	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
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 and Carlton Gardens	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



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Department of the Environment and Energy

Place		State
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