



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Agriculture,
Water and the Environment

Grant Opportunity Guidelines

Australian Heritage Grants 2021-22 Grant Opportunity

Opening date:	21 September 2021
Closing date and time:	5.00 pm Australian Eastern Daylight Time 28 October 2021 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46
Date guidelines released:	21 September 2021
Type of grant opportunity:	Open competitive

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1. Australian Heritage Grants processes

The Australian Heritage Grants Program is designed to achieve Australian Government objectives

The program contributes to the Department of Agriculture, Water and the Environment (DAWE) 2021/22 Portfolio Budget Statements' (PBS) Outcome1 which includes to: *'Conserve, protect and sustainably manage Australia's heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas.'*

DAWE works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and [GrantConnect](#).



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value for money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Australian Heritage Grant

We evaluate the specific grant activity and the Australian Heritage Grants Program as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Australian Heritage Grants Program provides up to \$5.347 million per annum with a call for applications each year. This is the fourth year of this program.

The Australian Government recognises the impacts the ongoing effects of the COVID-19 pandemic are having across our nation. Work is underway to deliver a range of packages to assist in recovery efforts.

Funding through the Australian Heritage Grants program (the program) will also play an important part in these efforts. National Heritage Listed places will be supported through the protection and promotion of their listed values by strengthening the conservation, management and recognition of these places, and through public and community engagement. Activities such as re-establishing or maintaining activities directly impacted by COVID-19 may be supported through this program and will aid in economic recovery.

National Heritage listed places are referred to as 'listed places' in these guidelines. All listed places recognised for their natural, Indigenous, or historic heritage values as outlined in the listed place's gazettal notice may be eligible for funding under this program. Refer to Appendix A for all places included on Australia's National Heritage List and links to their listed values.

The intended outcomes of the program are:

- improved recognition, conservation and preservation of National Heritage List place values, and access to National Heritage listed places
- enriched appreciation of the values of listed National Heritage places through improved community engagement.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](#).

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of DAWE.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

For this grant opportunity \$5.347 million is available from 2021-22 to 2024-25.

3.1. Grants available

You can apply for, and receive, up to two grants per listed place through this grant opportunity. You must be able to deliver each project independently.

The grant amount will be up to 80 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$25,000.
- The maximum grant amount is \$400,000.

You are responsible for the remaining 20 per cent of eligible project expenditure plus any ineligible expenditure.

You do not have to provide the 20 per cent contribution yourself. It may come from other non-government organisations, project partners, and/or other non-Commonwealth government funding, including State, Territory and local government grants.

Your contribution can be either cash or in-kind. In-kind contributions must be assigned a monetary value and be auditable. Where you identify in-kind contributions, you must demonstrate how you have calculated their value.

Under exceptional circumstances, you can request an exemption from the contribution to project costs in your application. To receive an exemption you must clearly demonstrate that your organisation is unable to meet 20 per cent of project costs through either financial or in-kind contributions. Circumstances may include, but are not limited to, physical and fiscal impacts to National Heritage Listed places by natural disasters, severe weather events, and COVID-19.

3.2. Project period

The maximum project period is 36 months.

You must complete your project by 31 March 2025.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must:

- be the site owner of the listed place (Appendix A), or
- be the site manager of the listed place (Appendix A) and provide the current management arrangements or a current letter of support from the site owner, or
- have the written support of the site owner and/or site manager of the listed place (Appendix A) where you are not the site owner or site manager
- have an Australian Business Number (ABN), unless you are not entitled to an ABN

and be one of the following entities:

- an Australian State/Territory Government agency or body
- an Australian local government agency or body as defined in section 14
- a Commonwealth corporate entity
- an entity incorporated in Australia (this includes Indigenous land management organisations registered with the Office of the Registrar of Indigenous Corporations)
- a registered Aboriginal and Torres Strait Islander land council
- a partnership
- an individual.

If you are applying as an individual you must be 18 years of age or older.

If applying as a not for profit organisation you should demonstrate your 'not for profit' status through one of the following:

- State or Territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity
- constitutional documents that demonstrate the not for profit character of the organisation
- legislation that demonstrates the not for profit nature of the organisation.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2 Additional eligibility requirements

In addition to the eligibility criteria above, you must:

- be able to meet your share of project costs (a minimum 20 per cent of total project cost) unless you are requesting an exemption
- provide the relevant mandatory attachments
- agree that you will deliver your project in accordance with relevant legislation, policies and industry standards (listed at 10.2)
- agree that you have, or will obtain, any licenses or approvals, required to undertake the project
- where you are the site manager of a listed place, provide the current management arrangements or a current letter of support from the site owner (Appendix A)
- where you are not the site owner or site manager of a listed place, provide a current letter of support from the site owner or site manager of the listed place for your project. A template is available at Appendix B and on business.gov.au and GrantConnect.

We may waive the requirement to meet your share of project costs under exceptional circumstances, where you can clearly demonstrate that your organisation is unable to meet this through either financial or in-kind contributions. Before completing this part of your application, contact us on 13 28 46.

4.3 Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has not complied with the *Workplace Gender Equality Act (2012)*
- an unincorporated association
- trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- do one or more of the following:
 - maintain, protect or conserve the National Heritage values (see Appendix A) of one or more listed places

- repair essential infrastructure impacted by severe weather events on one or more listed places
- improve engagement with, and awareness of, the National Heritage values of one or more of the listed places
- improve access to one or more [listed places](#)
- include eligible activities and eligible expenditure
- be completed by 31 March 2025.

Eligible activities must be directly related to the project and can include:

- activities identified in the management plan for the protection of the values of the listed place
- developing a new, or revised management plan for a listed place, where this is not a statutory obligation under state legislation
- activities that align with strategies and priorities for the protection of the values of the listed place (where there is no management plan in place)
- essential building conservation works to restore listed place values
- activities that enhance the Australian public's understanding of, engagement with, and access to the listed values of a listed place
- developing innovative ways to present values of a listed place (e.g. website or app interactive tours, virtual reality tours) which makes them accessible without needing to be on-site
- improving physical access to areas with the specific aim of fostering awareness of the values of the listed place without impacting on those values
- improving accessibility for people with disabilities including physical alterations (e.g. ramps, alterations to paths) as well as accessible services such as plain English or large text guides, hearing loops etc.
- improving access to a heritage place by specific parts of a community, for example developing educational program or materials targeted at people from other cultures or socio-economic groups.

A list of Australia's National Heritage places is in Appendix A. Any place added to the National Heritage List prior to the grant opportunity closing date will be considered a listed place and be eligible under the grant opportunity.

We cannot fund your project if it receives funding from another Commonwealth Government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Australian Heritage Grant or the other Commonwealth grant.

We may also approve other activities.

Note that projects that require approval under the [Environment Protection and Biodiversity Conservation Act 1999](#)²(the EPBC Act) must allow for this approval process which may take a number of months. The approval process may influence your ability to deliver the proposed works within the required timeframe (Refer to section 10.2 of the Act or the [Significant Impact Guidelines 1.1 – Matters of National Environmental Significance](#)).

5.2 Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a DISER manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project

Eligible expenditure items include:

- salaries for staff working on the project, direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs or expert advice directly related to the project
- research costs directly related to the project
- communication and promotional costs directly related to the project
- costs you incur to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- materials and equipment hire/purchase directly related to the project
- domestic travel or accommodation expenses that are directly related to the project activities
- project contingency costs
- administrative costs related to the project.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise. You must not commence your project until you execute a grant agreement with the Commonwealth.

5.3 What you cannot use the grant for

Expenditure items that are not eligible are:

² <http://www.environment.gov.au/epbc>

- 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 place searches, permits etc.)
- food, alcohol, or international travel or accommodation expenses
- salaries and labour related to the ongoing operations of your organisation or commercial operation
- celebrations or promotional activities not associated with activities detailed in a management plan
- commercial tourism developments
- roadworks or helipads
- amenity upgrades, except where these are demonstrated to directly relate to accessibility improvements or improved engagement with, and awareness of, the National Heritage values of one or more of the listed places, e.g. repair of existing facilities where they form part of the heritage values
- camp kitchens
- facilities, including function and office facilities, for activities not focused on the values of the listed place
- retrospective funding or works underway
- establishing or upgrading food outlets on listed places
- the purchase, lease, transfer or acquisition of land or property.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 60 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

The extent that your project maintains, protects, conserves and improves access to places on the National Heritage list (40 points)

You must describe the activity and provide information that demonstrates:

- how your project:
 - maintains, protects, conserves and/or improves access to the values of the listed place and/or
 - improves engagement or awareness of the values for which the place was listed
- how your project aligns with management plans, strategies and priorities, and broader national, regional or local plans and priorities applicable to the listed place.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (30 points)

When preparing your application, you should outline how you will adapt the project if Government restrictions in response to the COVID-19 pandemic impact project delivery. Projects need to be designed to ensure participants' health and safety.

You must demonstrate this by:

- proving your track record, and project partner track record (if you have project partners), to successfully carry out similar projects
- describing how you will manage the project including budget and risk management. A project plan must be attached (refer to 7.1.1 for guidance)
- identifying your strategy to maintain the project outcomes beyond the term of grant funding.

6.3. Assessment criterion 3

Impact of grant funding on your project (30 points)

You must demonstrate this by:

- justifying the funding amount requested with respect to the project activities and intended outcomes
- identifying the positive impact in terms of heritage values the grant will have on your project
- justifying the need for grant funding and the urgency of the project.

7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#).

You can only submit an application during a funding round.

To apply, you must:

- complete the online application form via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You should retain a copy of your application for your own records. You can view and print a copy of your submitted application on the portal for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application:

- where you are the site manager of a listed place, provide the current management arrangements or a current letter of support from the site owner.
- where you are not the site owner or site manager of a listed place, provide a current letter of support from the site owner or site manager of the listed place for your project refer to the sample at Appendix B.
- for joint applications, a letter of support from each of the project partners
- a project plan to support your claims against assessment criterion 2
- trust deed (if applicable)
- proof of identity documentation outlined in section 7.3 (if applicable)
- evidence of your not-for-profit status (if applicable).

You may also attach:

- excerpts of the relevant sections from the following documents where applicable for the listed place to support your claims against the assessment criterion 1:
 - management plan for the listed place (where it exists)
 - strategies and priorities for the listed place
 - broader national and regional plans and priorities relative to the listed place.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.1.1 Project Plan

Your project plan should contain the following in order to be competitive:

- a summary of your project including key objectives and outcomes
- a background of your organisation and your key management staff
- scope of the project and overview of project activities, including milestones
- project timeline
- a breakdown of roles and responsibilities
- a communication plan identifying key stakeholders
- a risk management framework identifying risks, impacts and mitigation strategies.

7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should be current and include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of cash or in-kind contributions (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3 Proof of identity documentation

Proof of identity is required for individual applicants without an ABN. This can include:

Primary Source

- Australian driver licence (all states and territories)
- Australian Passport

- Australian Visa
- Birth Certificate
- Change of name certificate

Secondary source

- Medicare card
- Marriage certificate
- Enrolment with the Australian Electoral Commission.

7.4. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around March 2022 and within 3 months of executing the funding agreement.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	5-8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	3-5 weeks
Notification to unsuccessful applicants	2 weeks following awarding of grant agreements
Earliest start date of grant activity	March 2022
End date of grant commitment	31 March 2025

8. The grant selection process

We first review your application against the eligibility criteria, and consider your request for an exemption to contribute to the project costs. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We refer your application to the departmental assessment committee, which includes representatives from the Department of Agriculture, Water and the Environment and the Department of Industry, Science, Energy and Resources. The committee may also seek additional advice from independent technical experts.

The committee will review your application against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

They will also consider the following factors:

- the importance of providing funding to undertake projects on privately owned and operated National Heritage Listed places, as a means of contributing to economic stimulus in response to the effects of COVID-19
- urgency of conservation
- geographical spread of projects
- project types
- previous Australian Government heritage grant funding for the place. (Priority will be given to places that have not been funded under previous grant rounds)
- any non-compliance in relation to previous grant activity.

To recommend a project for funding it must score highly against each assessment criterion. While we assess all eligible applications against the same assessment criteria, we will score your application relative to the project size, complexity and grant amount requested. The evidence you provide to support your application should be proportional to the size and complexity of your project.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1 Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

10. Successful grant applications

10.1 Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and [GrantConnect](#).

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed. You must not start any activities until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate or Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Australian Heritage Grants 2021-22, you cannot receive other grants for this project for the same activities from other Commonwealth grants.

State, Territory or local government funding may contribute to the required 20 per cent co-contribution of eligible project expenditure or any ineligible expenditure, or fund additional or complementary project activities which meet project outcomes. The Commonwealth may recover grant funds if there is a breach of the grant agreement.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.2 Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the

grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- COVID-19 social distancing measures and restrictions that are in place when delivering your project activities
- [The Burra Charter](#)³ (The Australia ICOMOS Charter for Places of Cultural Significance) 2013 (Burra Charter)
- [Engage early](#)⁴ guidance for proponents on best practice Indigenous engagement for environmental assessments under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
- [Arrive Clean, Leave Clean](#)⁵ (how to prevent the spread of invasive plant diseases and weeds during activities such as weeding and revegetation)

You must comply with all relevant laws and regulations. The following requirements may apply:

- [Code for the Tendering and Performance of Building Work 2016](#)⁶ (Building Code 2016)
- [Australian Government Building and Construction WHS Accreditation Scheme](#)⁷ (WHS Scheme)
- [Environment Protection and Biodiversity Conservation Act 1999](#) (the EPBC Act)⁸. A project that may have a significant impact on the values of the listed place must refer that action to the Minister for a decision on whether assessment and approval is required under the EPBC Act. It may need to undergo an approval process that takes a number of months. Note that the approval process may influence the timeframe within which you can deliver your proposed works. Please refer to the [Significant Impact Guidelines](#)⁹ for further guidance.

10.2.1 Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

³ <http://australia.icomos.org/publications/charters/>

⁴ <http://environment.gov.au/epbc/publications/engage-early>

⁵ <http://www.environment.gov.au/biodiversity/invasive-species/publications/arrive-clean-leave-clean>

⁶ <https://www.abcc.gov.au/building-code/building-code-2016>

⁷ <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

⁸ <http://www.environment.gov.au/epbc>

⁹ http://www.environment.gov.au/system/files/resources/42f84df4-720b-4dcf-b262-48679a3aba58/files/nes-guidelines_1.pdf

You must implement the [National Principles for Child Safe Organisations](#)¹⁰ endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

For grants up to and including \$50,000, we will make an initial payment of 90 per cent of the grant on execution of the grant agreement.

For grants over \$50,000, we will make an initial payment on execution of the grant agreement. We will make a subsequent payment six months in advance based on your progress against milestones and your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project.

10.4 Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities¹¹.

¹⁰ <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

¹¹ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on [GrantConnect](#). We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on [business.gov.au](#). This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones

- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1 Progress reports

Progress reports must:

- as part of the first progress report include an updated project plan with risk management framework
- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2 End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3 Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3 Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and [GrantConnect](#).

12.4 Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5 Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but not beyond 31 March 2025 (unless approved by the program delegate)
- changing project activities.

The program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6 Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

DAWE may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7 Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)¹² of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)¹³ on the department’s website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2 How we use your information

Unless the information you provide to us is:

¹² <https://www.legislation.gov.au/Details/C2019C00057>

¹³ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2 When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)¹⁴ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4 Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

13.3 Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on [business.gov.au](#).

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at [business.gov.au](#). We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Finance Officer
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)¹⁵ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

¹⁴ <https://www.industry.gov.au/data-and-publications/privacy-policy>

¹⁵ <http://www.ombudsman.gov.au/>

14. Glossary

Term	Definition
Access	<p>The means or opportunity to promote greater awareness, knowledge and engagement with National Heritage Listed places through improved:</p> <ul style="list-style-type: none"> ▪ information on heritage places through new or existing information platforms (such as websites, new technologies or specialised applications such as social media, apps or other site-specific applications) to interpret the values of the place or present the heritage stories for which the place is listed ▪ design of resources, products, devices, services or environments to improve informational access to the place ▪ design of resources, products, devices, services or environments to improve physical access to the place
Application form	<p>The document issued by the Program Delegate that applicants use to apply for funding under the program.</p>
Assessment Committee	<p>Consisting of representatives of both the Department of Industry, Science, Energy and Resources and the Department of Agriculture, Water and the Environment, which assess applications, and provide recommendations to the Minister for approval.</p>
Conservation	<p>As per the Burra Charter, conservation means all the processes of looking after a place to retain its cultural significance.</p>
Department	<p>The Department of Industry, Science, Energy and Resources.</p>
Eligible activities	<p>The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 0.</p>
Eligible application	<p>An application or proposal for services or grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.</p>
Eligible expenditure	<p>The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 0.</p>

Term	Definition
Gazettal notice (National Heritage List)	An official publication for the purpose of notifying the actions and decisions of the Australian Government for the inclusion of places in the National Heritage List and their National Heritage values pursuant to section 324JJ of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> .
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
In-kind contributions	A contribution that is not a financial contribution. It may include providing labour, equipment or materials. In-kind contributions must be able to be assigned a monetary value and be auditable.
Listed place	A place that is recognised for its natural, Indigenous, and/or historic heritage values and included in Australia's National Heritage List .
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).

Term	Definition
Management plan	<p>A plan intended to provide sufficient information for managers to protect and manage the Heritage Values of Heritage places. A management plan should:</p> <ul style="list-style-type: none"> ▪ comprehensively describe the place, state its official National Heritage values and identify any other heritage listings ▪ specify the objectives, policies and principles that will govern the management of the place's heritage values ▪ guide day-to-day management ▪ assist in decision-making ▪ provide guidance on the preparation of project proposals to ensure that there are no adverse impacts on heritage values ▪ support local, state and Commonwealth approval processes.
Minister	The Commonwealth Minister for the Environment.
National Heritage List	The National Heritage List documents natural, historic and Indigenous places of outstanding significance to the nation.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the Income Tax Assessment Act 1997 (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
National Heritage Values	Heritage value/s that causes the National Heritage List place to meet one or more of the National Heritage Criteria and is prescribed under the Environment Protection and Biodiversity Conservation Act 1999
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.

Term	Definition
Preservation	As per the Burra Charter preservation means maintaining a place in its existing state and retarding deterioration.
Program Delegate	A DISER manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Project Partner	An entity which brings relevant experience and expertise to the project and joins the lead organisation to deliver the project
Site Manager	The individual or organisation engaged to manage the National Heritage Listed place or part of a place.
Site Owner	The individual or organisation identified by DAWE as being the designated site owner for the National Heritage place. For larger National Heritage places with more than one owner, the Site Owner is the owner of the site on which the project is being undertaken.
Value (Heritage)	A place's natural and cultural environment, having aesthetic, historic, scientific or social significance, or other significance for current and future generations of Australians.

Appendix A. Australia's National Heritage List

Contact details for the site owners and site managers can be obtained by contacting us at 13 28 46.

Places	Location	Listed Value
Abbotsford Convent	VIC	Historic
Adelaide Park Lands and City Layout	SA	Historic
Australian Academy of Science Building	ACT	Historic
Australian Alps National Parks and Reserves	NSW, ACT, VIC	Natural
Australian Cornish Mining Sites (Burra)	SA	Historic
Australian Cornish Mining Sites (Moonta)	SA	Historic
Australian Fossil Mammal Sites (Naracoorte)	SA	Natural
Australian Fossil Mammal Sites (Riversleigh)	QLD	Natural
Australian War Memorial and the Memorial Parade	ACT	Historic
Batavia Shipwreck Site and Survivor Camps Area 1629 - Houtman Abrolhos	WA	Historic
Bondi Beach	NSW	Historic
Bonegilla Migrant Camp - Block 19	VIC	Historic
Brewarrina Aboriginal Fish Traps (Baiaimes Ngunnhu)	NSW	Indigenous
Brickendon Estate	TAS	Historic
Budj Bim National Heritage Landscape - Mt Eccles Lake Condah Area	VIC	Indigenous

Places	Location	Listed Value
Budj Bim National Heritage Landscape - Tyrendarra Area	VIC	Indigenous
Cascades Female Factory	TAS	Historic
Cascades Female Factory Yard 4 North	TAS	Historic
Castlemaine Diggings National Heritage Park	VIC	Historic
Centennial Park	NSW	Historic
Cheetup Rock Shelter	WA	Indigenous
City of Broken Hill	NSW	Historic
Coal Mines Historic Site	TAS	Historic
Cockatoo Island	NSW	Historic
Coranderrk	VIC	Indigenous
Cyprus Hellene Club - Australian Hall	NSW	Indigenous
Dampier Archipelago (including Burrup Peninsula)	WA	Indigenous
Darlington Probation Station	TAS	Historic
Dinosaur Stampede National Monument	QLD	Natural
Dirk Hartog Landing Site 1616 - Cape Inscription Area	WA	Historic
Echuca Wharf	VIC	Historic
Ediacara Fossil Site - Nilpena	SA	Natural
Elizabeth Springs	QLD	Natural
Erawondoo Hill	WA	Natural

Places	Location	Listed Value
Eureka Stockade Gardens	VIC	Historic
First Government House Site	NSW	Historic
Fitzgerald River National Park	WA	Natural
Flemington Racecourse	VIC	Historic
Flora Fossil Site - Yea	VIC	Natural
Fraser Island	QLD	Natural
Fremantle Prison (former)	WA	Historic
Glass House Mountains National Landscape	QLD	Natural
Glenrowan Heritage Precinct	VIC	Historic
Gondwana Rainforests of Australia	NSW, QLD	Natural
Governors' Domain and Civic Precinct	NSW	Historic
Grampians National Park (Gariwerd)	VIC	Natural
Great Barrier Reef	QLD	Natural
Great Ocean Road	VIC	Historic
Greater Blue Mountains	NSW	Natural
HMAS Sydney II and HSK Kormoran	WA	Historic
HMS Sirius shipwreck	EXT	Historic
HMVS Cerberus	VIC	Historic
Heard and McDonald Islands	EXT	Natural
Hermannsburg Historic Precinct	NT	Indigenous

Places	Location	Listed Value
High Court - National Gallery Precinct	ACT	Historic
High Court of Australia (former)	VIC	Historic
Hyde Park Barracks	NSW	Historic
ICI Building (former)	VIC	Historic
Jordan River Levee	TAS	Indigenous
Kakadu National Park	NT	Natural
Kamay Botany Bay: botanical collection sites	NSW	Historic
Kingston and Arthurs Vale Historic Area	EXT	Historic
Koonalda Cave	SA	Indigenous
Ku-ring-gai Chase National Park, Lion, Long and Spectacle Island Nature Reserves	NSW	Natural
Kurnell Peninsula Headland	NSW	Historic
Lesueur National Park	WA	Natural
Lord Howe Island Group	NSW	Natural
Macquarie Island	TAS	Natural
Mawsons Huts and Mawsons Huts Historic Site	ANTA	Historic
Melbourne Cricket Ground	VIC	Historic
Melbourne's Domain Parkland and Memorial Precinct	VIC	Historic
Moree Baths and Swimming Pool	NSW	Indigenous
Mount William Stone Hatchet Quarry	VIC	Indigenous

Places	Location	Listed Value
Murtoa No. 1 Grain Store	VIC	Historic
Myall Creek Massacre and Memorial Site	NSW	Indigenous
Newman College	VIC	Historic
Ngarrabullgan	QLD	Indigenous
North Head - Sydney	NSW	Historic
Old Government House and the Government Domain	NSW	Historic
Old Great North Road	NSW	Historic
Old Parliament House and Curtilage	ACT	Historic
Parkes Observatory	NSW	Historic
Parramatta Female Factory and Institutions Precinct	NSW	Historic
Point Cook Air Base	VIC	Historic
Point Nepean Defence Sites and Quarantine Station Area	VIC	Historic, Indigenous
Porongurup National Park	WA	Natural
Port Arthur Historic Site	TAS	Historic
Purnululu National Park	WA	Natural
QANTAS hangar - Longreach	QLD	Historic
Queen Victoria Market	VIC	Historic
Quinkan Country	QLD	Indigenous
Recherche Bay (North East Peninsula) Area	TAS	Historic

Places	Location	Listed Value
Richmond Bridge	TAS	Historic
Rippon Lea House and Garden	VIC	Historic
Royal Exhibition Building and Carlton Gardens	VIC	Historic
Royal National Park and Garawarra State Conservation Area	NSW	Natural
Shark Bay, Western Australia	WA	Natural
Sidney Myer Music Bowl	VIC	Historic
Snowy Mountains Scheme	NSW	Historic
South Australian Old and New Parliament Houses	SA	Historic
Stirling Range National Park	WA	Natural
Sydney Harbour Bridge	NSW	Historic
Sydney Opera House	NSW	Historic
Tasmanian Wilderness	TAS	Natural
The Burke, Wills, King and Yandruwandha National Heritage Place	QLD, SA	Historic
The Goldfields Water Supply Scheme	WA	Historic
The Ningaloo Coast	WA	Natural, Indigenous
The West Kimberley	WA	Natural
Tree of Knowledge and curtilage	QLD	Historic
Uluru - Kata Tjuta National Park	NT	Natural

Places	Location	Listed Value
Warrumbungle National Park	NSW	Natural
Wave Hill Walk Off Route	NT	Indigenous
Western Tasmania Aboriginal Cultural Landscape	TAS	Indigenous
Wet Tropics of Queensland	QLD	Natural
Wilgie Mia Aboriginal Ochre Mine	WA	Indigenous
Willandra Lakes Region	NSW	Natural
Witjira-Dalhousie Springs	SA	Natural
Woolmers Estate	TAS	Historic
Wurrurrwuy Stone Arrangements	NT	Indigenous

Appendix B. Letter of support from site owner or site manager

Australian Heritage Grants

I am the [site owner/site manager] of the listed site at [include address].

I confirm my support for the proposed project to be undertaken by [name of organisation] and their application for a grant under the Australian Heritage Grants 2021-22 program.

I understand the proposed project involves the following:

[brief description of project]

I note that if successful, [name of organisation] will enter into a grant agreement with the Commonwealth Government, and that the outcome of the project will become the property of the site owner.

Signature

Name:

Position title:

Date