



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

Business

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Sample application form

Australian Heritage Grants 2020-21 Grant Opportunity

Version October 2020

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

Select the Participants button

Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory, if you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

Australian Business Number (ABN)

or

Australian Company Number (ACN)

Indigenous Corporation Number

Australian Registered Body Number

Australian Registered Scheme Number

Incorporated Association Registration

Co-operative Registration Number

Charity status

Not for profit status

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

Field 1 select – Australian Heritage Grants 2020-21

Field 2 select - Australian Heritage Grants 2020-21

When you have selected the program, the following text will appear.

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

The objectives 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.

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

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on 3 November 2020. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Australian Heritage Grants 2020-21 grant opportunity.

Questions marked with an asterisk are mandatory.

Are you a site and land owner (or have the written support from the site and land owner) of a place listed on the Australian National Heritage List (see Appendix A of the guidelines)? *

If you are not the site and land owner you will be required to attach a letter of support from the site and/or land owner at the time of applying. If you require contact details for the site and/or land owner, you should contact us on 13 28 46.

Select from the drop down list

Yes or No

You must answer yes to proceed to the next question.

Are you one of the following entity types? *

- an Australian State/Territory government agency or body
- Australian local government agency or body
- Commonwealth corporate entity
- an entity incorporated in Australia (this includes Indigenous land management organisations registered under the Office of the Register of Indigenous Corporations)
- a registered Aboriginal and Torres Strait Island Land Council
- a partnership
- an individual (must be 18 years of age or older)
- an incorporated trustee on behalf of a trust
- None of the above

Select from the drop down list

You must select one of the entity types to proceed to the next question.

Are you able to meet your share of project costs (a minimum of 20% of total project cost) or demonstrate that your organisation is unable to meet this requirement through either financial or in-kind contributions? *

We may waive the requirement for you 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. You will be asked to demonstrate your response at F Project Budget.

Select from the drop down list

Yes or No

You must answer yes to proceed to the next question.

Do you agree that you have, or will obtain, any licenses or approval required to undertake the project? *

Select from the drop down list

Yes or No

You must answer yes to proceed to next question.

Will your project achieve one or more of the following? *

- maintain, protect and/or conserve the National Heritage values (Indigenous, natural or historic) of one or more of the listed place/s
- repair essential infrastructure impacted by bushfire and 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

Select from the drop down list

Yes or No

You must answer yes to proceed to the section.

Sample

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

Has the applicant existed for a complete financial year?

If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you **must** provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

name of the grant recipient

a project title

a brief project description and its intended outcome

amount of grant funding awarded.

E.1. Listed Heritage Site

Name of National Heritage List listed place

See Appendix A of the guidelines for a list of Australia's National Heritage sites and listed values. Any place added to the National Heritage List prior to the grant opportunity closing date will be considered a listed place and be eligible.

E.2. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

Example project description: This project will repair and remediate the structure at the building's west end. The works will include the strengthening and replacement of structural members damaged by termite and borer attack and the reassembly of structural connections. The works will also include the installation of footings under structural poles to assist in bringing all the structural members and building's western roof back to their original levels.

E.3. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting

E.5. Project aims

Refer to Appendix B in the grant opportunity guidelines for listed values for individual National Heritage listed places. You can select multiple responses.

Which of the heritage values of the listed site will your project relate to?

- Historic
- Indigenous
- Natural

Explain how your project will protect and promote the listed values of the place.

Your response is limited to 750 characters including spaces and does not support formatting.

E.6. Project risk

How will you adapt the project if Government restrictions in response to the COVID-19 pandemic impacts project delivery?

Your response is limited to 5000 characters including spaces and does not support formatting.

E.7. Project duration

Your project cannot end later than 29 February 2024

Estimated project start date

Estimated project end date

Estimated project length (in months)

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 32 months.

E.8. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 15 milestones.

Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

Description

Your response is limited to 750 characters including spaces and does not support formatting.

Estimated start date

Estimated end date

Earliest start date 1 April 2021

E.9. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. One of your project locations must be one of the sites on the Australian National Heritage List.

A project site must be a street address. Do not provide a postal address, institution or building name.

Project site address

Estimated percentage of project value expected to be undertaken at site

Sample

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$25,000. The grant amount will be up to 80 per cent of eligible project expenditure (grant percentage).

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour and on costs		\$
		2020/21	\$
		2021/22	
		2022/23	
		2023/24	
	Contract (including expert advice)		\$
		2020/21	\$
		2021/22	
		2022/23	
		2023-24	
	Research Costs		\$
		2020/21	\$
		2021/22	
		2022/23	
		2023/24	
	Domestic travel		\$
		2020/21	\$
		2021/22	
		2022/23	
		2023/24	

Type of expenditure	Head of expenditure	Financial Year	Cost
	Communications/Promotion		\$
		2020/21	\$
		2021/22	
		2022/23	
		2023/24	
	Approvals – Planning, environment or regulatory		\$
		2020/21	\$
		2021/22	
		2022/23	
		2023/24	
	Equipment Hire/Purchase		\$
		2020/21	\$
		2021/22	
		2022/23	
		2023/24	
	Other Eligible Expenditure		\$
		2020/21	
		2021/22	
		2022/23	
		2023/24	
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines. You will not be able to submit your budget unless the total project costs equals the contributions plus the grant funding requested.

If you selected 'other eligible expenditure' provide details of this expenditure

Your response is limited to 750 characters including spaces and does not support formatting.

F.2. Project contribution waiver

Are you seeking a waiver of your requirement to meet your share of project costs (20% of eligible project costs), under exceptional circumstances where you can clearly demonstrate that your organisation is unable to meet your share of project costs through either financial or in-kind contributions?

We may waive the requirement to meet your share of project costs under exceptional circumstances. You will need to provide a detailed justification below.

Select from the drop down list

Yes or No

If you select yes, outline the reasons you are not able to meet your share of project costs.

Before completing this part of your form, please contact us on 13 28 46.

Your response is limited to 2000 characters including spaces and does not support formatting

F.3. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

Where you have project partners, their contribution will be recorded later in the application.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

Name of contributor

Type of contributor

Contributors are divided into the following types

- Your contribution*
- Other non-government contribution*
- Other non-Commonwealth Government Grants*

Value of contribution

Date due of contribution

Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 60 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (40 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

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

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.

You can attach excerpts of the relevant sections later in the form from the following documents for the listed place to support your claims against merit criterion 1. These documents should be referenced in your response:

- *management plan for the listed place (where it exists)*
- *strategies and priorities for the listed place*
- *broader national, regional and local plans and priorities relative to the listed place*

G.2. Assessment criterion 2 (30 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

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 attach your project plan later in the form.

Capacity, capability and resources to deliver the project

You must demonstrate this by:

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

G.3. Assessment criterion 3 (30 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Impact of grant funding on your project

You must demonstrate this by:

- justifying the funding amount requested with respect to the project activities and intended outcomes
- identifying the positive impact the grant will have on your project
- justifying the need for funding and the likelihood the project would proceed without the grant.

Sample

H. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

Australian Business Number (ABN)

Other registration number where applicable

Business address

Postal address

Contact details

Details of contribution to the project

Project partner letter of support attached

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation where applicable.

- A letter of support from the site owner and/or land owner of the listed place where you are not the site owner or land owner (where applicable)
- A project plan including risk assessment to support your claims against assessment criterion 2.*

Refer to section 7.1.1 of the guidelines

Your project plan should contain the following:

- *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, impact matrix and mitigation strategies*
- Trust deed (where applicable)
 - Not for profit organisation (where applicable)

Where you have indicated your entity type is a not for profit organisation, refer to section 4.1 of the grant opportunity guidelines and demonstrate your 'not for profit status' through one of the given options: Incorporated association registration number or certificate of incorporation; current ACNC registration; constitutional documents or legislation

- A letter of support from any relevant advisory and/or consultative group or committee (where applicable)
- Excerpts to support your claims against Assessment criterion 1 (where applicable)

A management plan for the listed place, strategies and priorities for the listed place, broader national and regional plans and priorities relative to the listed place

I.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

I.5. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

J. Primary contact page

You must provide the details of a primary contact for your application. The details include

Given name

Family name

Position title

Email address

Phone number

Mobile number

Primary address

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

[Australian Government Public Data Policy Statement](#)

[Commonwealth Grants Rules and Guidelines](#)

grant opportunity guidelines

applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

K.2. Applicant declaration

I declare that I have read and understood the Australian Heritage Grants 2020-21 Grant Opportunity guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

Sample