



Australian Government

Department of Industry, Science and Resources

Department of Climate Change, Energy,  
the Environment and Water

## Sample application form

# Australian Heritage Grants 2023-24 Grant Opportunity

Version August 2023

This document shows the questions included in the online application form for this grant opportunity. 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.

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.

## Saving your responses

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.

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.

You can modify saved responses up until you submit your application.

## 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, Google Chrome and Microsoft Edge
- 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.

Sample

## A. Program selection

---

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

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. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Australian Heritage Grants 2023-24
- Field 2 select - Australian Heritage Grants 2023-24

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

This grant opportunity will run from 2023-24 to 2025-26.

The grant opportunity was announced as part of the Department of Climate Change, Energy, the Environment and Water's 2022-23 Portfolio Budget Statement Outcome 2, which aims to conserve, protect and sustainably manage Australia's heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas. Up to \$5.347 million is available for this grant opportunity.

The objectives of the program are

- maintain, protect, conserve and/or improve access to the National Heritage Value/s of the listed place
- improve engagement or awareness of the National Heritage Value/s for which the place was listed.

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 AEST on Thursday 12 October 2023. Please take account of time zone differences when submitting your application.

Sample

## B. Eligibility

---

We will ask you the following questions to establish your eligibility for the Australian Heritage Grants 2023-24 grant opportunity.

*Questions marked with an asterisk are mandatory.*

- Select which type of entity your organisation is. \*
- an Australian State/Territory Government agency or body
- an Australian local government agency or body as defined in section 14 of the guidelines
- 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
- a publicly funded research organisation (PFRO) as defined in section 14 of the guidelines
- an individual
- an incorporated trustee on behalf of a trust
- none of the above.

*You must select one of the eligible options from a drop down menu to proceed to next question.*

- Is the project site on the Australian National Heritage List? \*

*Refer to Appendix A of the guidelines*

*Select from the drop down list*

*Yes or No*

*You must answer yes to proceed to next question.*

- Are you the site owner or site manager of the place on the Australian National Heritage List or can you provide a current written support for your Round 6 application from the site owner or site manager of the listed place/s? \*

Select which option is applicable:

- I am the site owner of the place on the Australian National Heritage List.
- I am a site manager of the place on the Australian National Heritage List. I have the current management arrangements or the current letter of support for the Round 6 application from the site owner/s.
- I am not the site owner or site manager of the place on the Australian Heritage List. I have the current written support for the Round 6 application from the site owner and/or site manager of the listed place.
- none of the above.

*Refer to Appendix A for the Australian National Heritage List.*

*If you are the site manager, you will be required to attach current management arrangements or a current letter of support for the Round 6 application from the site owner/s.*

*If you are not the site owner or site manager, you will be required to attach written support for the Round 6 application from the site owner and/or site manager (a template is available at Appendix B of the guidelines).*

*If you require contact details for the site owner or site manager, contact us on 13 28 46.*

*Select from the drop down list to proceed to the next question*

- Are you able to meet your share of project costs (a minimum of 20 per cent 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 E.10. Project Contribution Waiver.*

*Select from the drop down list*

*Yes or No*

*You must answer yes to proceed to the next question.*

- Will your project do one or more of the following? \*
  - maintain, protect and/or conserve the National Heritage Values 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

*Select from the drop down list*

*Yes or No*

*You must answer yes to proceed to the next question.*

- Do you agree that you will deliver your project in accordance with relevant legislation, policies and industry standards? \*

*Refer to the Grant Opportunity Guidelines (section 10.3).*

*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 section.*

## 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. About your 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.*

### D.1. 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.*

Sample

## 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. 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 the National Heritage Listed place..*

### E.2. 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.*

You must also provide a project plan which you should attach later in your application. Refer to section 7.1.1 of the grant opportunity guidelines for the requirements of the project plan.

### E.3. 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.4. Listed Heritage Place

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

Name of National Heritage List listed place

### E.5. National Heritage Value/s

*Refer to the [Australian Heritage Database](#) for the National Heritage Values for the individual National Heritage List listed places. National Heritage Value/s are those values that causes the*

*National Heritage List listed place to meet one or more of the National Heritage Criteria and is prescribed under the Environment Protection and Biodiversity Conservation Act 1999. You should refer to the criteria under the Official Values listed in the Australian Heritage Database.*

Explain how your project will protect and promote the National Heritage Values of the National Heritage List listed place/s.

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

## **E.6. Project risk**

Explain your plan for managing risks including identifying risks, impacts and mitigation strategies, including any risks associated with the current COVID-19 pandemic.

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

## **E.7. Project duration**

*The earliest start date is 1 February 2024 and your project must be completed by 31 March 2026*

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

*Your project can be no longer than 26 months.*

## **E.8. Project milestones**

Provide details on the project milestones including the key activities occurring at each milestone.

*The milestone start and end dates must be between the project start and end dates.*

- 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

## **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. If you have multiple sites you must add the address of each site. One of your project locations should be one of the places 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

## **E.10. Project contribution waiver**

Are you seeking a waiver of your requirement to meet your share of project costs (20 per cent 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*

Sample

## F. Project budget

### F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

*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 financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.*

*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) unless you seek a waiver of your requirement to meet your share of project costs (20% of eligible project costs).*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Labour on-costs (up to 30% of eligible Labour costs)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Contract costs (including expert advice)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Research costs		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
	Domestic travel		

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	
		2024/25	
		2025/26	
	Communications/Promotion		
		2023/24	
		2024/25	
		2025/26	
	Approvals – Plannings, environment or regulatory		
		2023/24	
		2024/25	
		2025/26	
	Materials and equipment hire/purchase		
		2023/24	
		2024/25	
		2025/26	
	Contingency costs (up to 10% of project expenditure)		
		2023/24	
		2024/25	
		2025/26	
	Administrative costs		
		2023/24	
		2024/25	
		2025/26	
	Other eligible expenditure	2023/24	
		2024/25	
		2025/26	
<b>Total</b>			

## 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. Source of funding

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

### F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

*The minimum grant amount under this grant opportunity is \$25,000. The maximum grant amount under this grant opportunity is \$400,000.*

### F.4. Contributions

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-Commonwealth government grants*
- *Other non-government contribution*
- 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.*

*Where you are receiving other government funding you will need to provide details.*

## 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 (20 points):
  - maintains, protects, conserves and/or improves access to the National Heritage Value/s of the listed place and/or
  - improves engagement or awareness of the National Heritage Value/s 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 may attach excerpts of the relevant documents to support your response - refer to section 7.1 for guidance) (20 points)

*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.*

#### **Capacity, capability and resources to deliver the project**

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 (10 points)
- describing how you will manage the project including budget and risk management. A project plan must be attached (refer to section 7.1.1 for guidance) (10 points)
- identifying your strategy to maintain the project outcomes beyond the term of grant funding.(10 points)



### **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 (15 points)
- justifying the need for grant funding including the urgency of the project. (15 points)

Sample

## H. Project partners

---

You must provide details about your project partners.

*For details about project partners and their 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
- Project partner letter of support attached. Letter to include details of partner contributions.

## I. Bank account details

---

### I.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

*We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.*

### I.2. Account details

Account name

BSB

Account number

### I.3. Payment contact

Given name

Family name

Email address

Phone number

## J. Application finalisation

---

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

### J.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.

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

If yes, describe how you anticipate managing this conflict.

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

### J.2. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested or you have referred to in your application.

*The total of all attachments cannot exceed 20 MB.*

*Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.*

*Filenames should only include letters or numbers and should be fewer than 40 characters.*

- Proof of Identity (if applicable)  
*Proof of identity documents for individuals outlined in section 7.3 of the guidelines*
- Site Owner/Manager Letter of Support (if applicable)  
*A current letter of support from the site owner and/or site manager of the listed place where you are not the site owner or site manager*
- Management Arrangements (if applicable)  
*Evidence of management arrangements are required where you are the site manager.*
- Trust Deed (if applicable)  
*Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.*
- Evidence of entity type (if applicable)  
*Where you have indicated your entity type is an incorporated association or not for profit organisation and you do not have an active state or territory incorporated association registration or ACNC registration at the time of application, provide the Constitutional documents and/or Articles of Association that demonstrate the character of the organisation*  
*Where you have indicated your entity type is a partnership, provide a copy of your partnership agreement.*
- Excerpts to support your claims against Assessment criterion 1  
*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*

- Project Plan to support Assessment criterion 2 \*

### **J.3. Program feedback**

How did you hear about the grant opportunity? \*

*You must select from a drop-down menu.*

Did you read the grant opportunity guidelines? \*

*You must select from a drop-down menu.*

We welcome any additional feedback on the guidelines.

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

How satisfied were you with the process of applying for a grant? \*

*You must select from a drop-down menu.*

We welcome any additional feedback on the application process.

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

## K. Primary contact

---

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

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

*If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.*

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

Sample

## L. Application declaration

---

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

### L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science 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.

### L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, 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 applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

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

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

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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 declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.