



Grant Opportunity Guidelines

Australian Heritage Grants 2018-19 Grant Opportunity

Opening date:	20 November 2018
Closing date and time:	5:00 pm (AEDT) 19 December 2018
Commonwealth policy entity:	Department of the Environment and Energy
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
Date guidelines released:	20 November 2018
Type of grant opportunity:	Targeted open competitive

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1. Australian Heritage Grants - processes

The Australian Heritage Grants program forms part of the Australian Government's plan for heritage protection

This grant opportunity contributes to the Department of the Environment and Energy's (DoEE) Outcome 1: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances.

DoEE has worked with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*.



The grant opportunity opens

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



You complete and submit a grant application



We assess all grant applications

We assess the applications against the eligibility criteria. If you are eligible, we then assess your application against the merit criteria including an overall consideration of value for money.



We make grant recommendations

An assessment committee will consider all eligible applications and provide advice to the Minister for the Environment on the merits of each application.



Grant decisions are made

The Minister 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 after we execute a grant agreement 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.



Program evaluation

We evaluate the specific grant activity and 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 \$21.4 million Australian Heritage Grants program (the program) will run over four years from 2018-19 to 2021-22.

The objectives of this program are to strengthen recognition, management, conservation and public engagement on/of Australia's [National Heritage List](#)¹ places. We refer to these places as 'listed places' in these guidelines. All listed places recognised for their natural, Indigenous, or historic heritage values are included in this program. Refer to Appendix B for all places listed on Australia's National Heritage List.

The program's intended outcomes are:

- improved conservation, preservation and access to listed places
- improved community engagement with listed places, and improved awareness of the values the places were listed for.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering the program on behalf of the Department of the Environment and Energy.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)².

We will publish the opening and closing dates and times and any other relevant information on [business.gov.au](#)³ and [GrantConnect](#)⁴.

We have defined key terms used in these guidelines in Appendix A.

You should read this document carefully before you complete an application.

3. Grants available

Up to \$5.347 million is available for successful grant applicants in 2018-19.

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

The grant amount will be up to a maximum of 80 per cent of eligible total project costs (grant percentage).

- The minimum grant amount is \$25,000 (GST Exclusive).
- The maximum grant amount is \$400,000 (GST Exclusive).

You must contribute the remaining 20 per cent of eligible project costs. You can fund your contribution from any source including State/Territory and local government sources.

Your contributions 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.

¹ <http://www.environment.gov.au/heritage/places/national-heritage-list>

² <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

³ <https://www.business.gov.au/>

⁴ <https://www.grants.gov.au/>

3.1 Project duration

You must complete your project by 30 June 2020.

We only allow for extensions of this timeframe under exceptional circumstances.

You must not start any project activities until a grant agreement has been executed.

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 a site and land owner of one of the listed places (Appendix B), or have the support of the site and land owner of one of the listed places.
- have an Australian Business Number (ABN), unless you are not entitled to an ABN (information regarding ABN entitlement is available on the [ATO website](#))

and be one of the following entities:

- a State/Territory agency or body
- a local government agency or body
- Commonwealth corporate entity
- an entity incorporated in Australia (includes registered land councils)
- a partnership
- an individual.

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

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. To be a lead applicant in a joint application you must have an ABN and be an entity other than an individual. For further information on joint applications, refer to section 7.3.

4.2 Additional eligibility requirements

In addition to the eligibility criteria above, you must also:

- be able to meet your share of project costs (a minimum 20% of total project cost)
- 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 not the site or land owner of a listed place, provide a current letter of support from the site or land owner of the listed place for your project. A template is available at Appendix C and on [business.gov.au](https://www.business.gov.au)⁵ and [GrantConnect](#)⁶.

⁵ <https://www.business.gov.au>

⁶ <https://www.grants.gov.au/>

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.

4.3 Who is not eligible?

You are not eligible to apply if you are:

- an unincorporated association
- a trust (however a trustee may apply on behalf of a trust provided they meet the eligibility requirements in 4.1)
- a non-corporate Commonwealth Government agency or body.

5. Eligible grant activities

5.1 Eligible projects

To be eligible your project must:

- do one or more of the following:
 - maintain, protect and conserve the National Heritage values of one or more listed places
 - improve access to one or more listed places
 - improve engagement with, and awareness of, the National Heritage values of one or more listed places.
- include eligible activities and eligible expenditure
- be completed by 30 June 2020.

(Note that projects that require approval under the [Environment Project and Biodiversity Conservation Act 1999](#)⁷ (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](#).⁸)

5.2 Eligible activities

- Eligible activities must directly relate to the project and can include:
 - activities identified in a Conservation Management Plan of a listed place
 - developing a new, or revised Conservation 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 listed place (where there is no Conservation Management Plan in place)
 - activities that enhance the Australian public's understanding of, engagement with, and physical access to a listed place.

⁷ <http://www.environment.gov.au/epbc>

⁸ <http://www.environment.gov.au/epbc/publications/significant-impact-guidelines-11-matters-national-environmental-significance>

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

Where you are not the site owner of the listed place, you must have the support of the site owner for the project and all activities within the project in writing (refer to section 7.1). If the site owner and land owner are different entities, you must also have the support of the land owner. If you require contact details for the site owner, you should contact us through [business.gov.au](https://www.business.gov.au)⁹ or on 13 28 46.

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.

5.3 Eligible expenditure

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

To be eligible, expenditure must:

- be incurred by you within the project period
- 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.

The program delegate makes the final decision on eligible expenditure and may give additional guidance on eligible expenditure if required. You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

5.4 Ineligible expenditure

You cannot spend grant funds on:

- administrative costs and overheads related to the ongoing operations of an organisation or an individual's commercial operation (e.g. project coordination, office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance costs, costs associated with legally required documents such as cultural heritage site searches, permits etc.)
- food, alcohol, travel or accommodation expenses (domestic or international)

⁹ <https://www.business.gov.au>

- 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 Conservation Management Plan
- the purchase, lease, transfer or acquisition of land or property.

6. The merit criteria you need to address

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

The application form asks questions that relate to the merit 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 define, quantify and provide evidence to support your answers. The application form displays text limits.

We will only award funding to applications that score at least 60 per cent against each merit criterion, as these represent best value for money. To score highly you should address each indicator under the merit criteria.

6.1 Merit criterion 1

The extent that your project maintains, protects, conserves and improves access to places on the National Heritage list (50 points)

You must describe the activity and provide information that demonstrates:

- how your project:
 - maintains, protects, conserves and/or improves access to the listed place and/or
 - improves engagement with the listed place and awareness of the values for which it was listed; and
- how your project addresses national heritage priorities, for example alignment with relevant Conservation Management Plans, strategies and priorities, and broader national and regional plans and priorities, relative to the listed place.

6.2 Merit criterion 2

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

You must demonstrate this through:

- proving your track record to successfully carry out similar projects; and
- providing a project plan, including budget and risk management, demonstrating how you will manage and monitor the project, including project risks; and
- identifying your strategy to maximise and maintain the project outcomes beyond the term of grant funding.

6.3 Merit criterion 3

Impact of grant funding on your project (20 points)

You must demonstrate this through identifying:

- consistency of project budget with the proposed project activities
- the positive impact the grant will have on the scale or timing of your project.

7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#)¹⁰ and the sample [grant agreement](#)¹¹ published on [business.gov.au](#) and [GrantConnect](#)¹².

You can only submit an application between the [opening and closing dates](#) for this grant opportunity.

To apply, you must:

- complete the online [application form](#)¹³
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments.

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your completed application.

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 1995* (Cth). We will investigate any false or misleading information and 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

We require the following documents with your application:

- 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
- trust deed (where applicable)
- for joint applications, a letter of support from each of the project partners.

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 merit criterion 1:
 - Conservation 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.

¹⁰ <https://www.business.gov.au>

¹¹ <https://www.business.gov.au>

¹² <https://www.business.gov.au>

¹³ <https://www.business.gov.au>

- a more extensive project plan to support your claims against merit criterion 2.

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.

7.2 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 May 2019.

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	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Date of grant agreement execution
End date of grant commitment	30 June 2020

7.3 Joint applications

We recognise that some organisations may want to join as a group to deliver a project. In these circumstances, you must appoint a lead organisation. The lead organisation must have an ABN and be an entity other than an individual. 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 include:

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

You must have a formal arrangement in place with all parties.

8. The selection process

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

We then provide advice to a departmental assessment committee, which includes representatives from the Department of the Environment and Energy and the Department of Industry, Innovation and Science. The committee may seek additional advice from independent technical experts.

The committee will compare your application to other eligible applications before recommending which projects to fund. They will also consider the following factors:

- urgency of conservation
- geographical spread of projects
- project types
- previous Australian Government heritage grant funding for the site. (Priority will be given to sites 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 merit criterion. While we assess all eligible applications against the same merit 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 Final decision

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

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

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

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

9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

10. If your application is successful

10.1 Grant agreement

You must enter into a grant agreement with the Commonwealth. A sample [grant agreement](#)¹⁴ is available on [business.gov.au](https://www.business.gov.au) and [GrantConnect](#)¹⁵.

¹⁴ <https://www.business.gov.au>

¹⁵ <https://www.business.gov.au>

We must execute a grant agreement with you before we can make any payments. You must not start any project activities until a grant agreement is executed ('execute' means both you and the Commonwealth have signed the agreement).

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

If you enter an agreement under this program, you cannot receive other grants for the same activities from other Commonwealth Government sources.

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 provided in your application. We will review any required changes to these details to ensure they do not affect the project as approved by the Minister.

10.2 Compliance with legislation, policies and industry standards

Projects must be carried out in accordance with policies and industry standards, including (where applicable):

- [The Burra Charter](#)¹⁶ (The Australia ICOMOS Charter for Places of Cultural Significance) 2013 (Burra Charter)
- [Ask First: a guide to respecting Indigenous heritage places and values guide](#)¹⁷
- [Arrive Clean, Leave Clean](#)¹⁸ (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](#)¹⁹ (Building Code 2016)
- [Australian Government Building and Construction WHS Accreditation Scheme](#)²⁰ (WHS Scheme)
- [Environment Project and Biodiversity Conservation Act 1999](#) (the EPBC Act)²¹. A project that may have a significant impact on the values of the listed site 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](#)²² for further guidance.

¹⁶ <http://australia.icomos.org/publications/charters/>

¹⁷ <http://www.environment.gov.au/heritage/ahc/publications/ask-first-guide-respecting-indigenous-heritage-places-and-values>

¹⁸ <http://www.environment.gov.au/biodiversity/invasive-species/publications/arrive-clean-leave-clean>

¹⁹ <https://www.abcc.gov.au/building-code/building-code-2016>

²⁰ <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

²¹ <http://www.environment.gov.au/epbc>

²² http://www.environment.gov.au/system/files/resources/42f84df4-720b-4dcf-b262-48679a3aba58/files/nes-guidelines_1.pdf

- Work Health and Safety (WHS). You must comply (and ensure that any of your subcontractors comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority including those arising under the WHS Laws. You will be responsible for identification and assessment of safety risks, identification and implementation of mitigation strategies to address such risks, and for ensuring the safety of any participants in the project.
- Working with children checks. Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children check. You are responsible for ensuring that you have 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 program, has undertaken and passed a working with children check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

To be eligible, you must declare in your application that you comply with these requirements. You will also need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- percentage of costs covered by the grant (grant percentage).

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 monthly 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 How we monitor your project

You must submit progress reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au and GrantConnect. 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.

10.4.1 Progress reports

Progress reports must:

- 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 reporting delays with us as soon as you become aware of them.

10.4.2 Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence of project completion or delivery as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

If your project involves developing a new or revised Conservation Management Plan for a listed place you must also provide a final electronic copy of the completed plan.

10.4.3 Ad-hoc report

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.

10.5 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 inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

10.6 Grant agreement variations

We recognise that unexpected events may affect your 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 30 June 2020 (unless approved by the program delegate)
- changing project activities.

If you want to propose changes to the grant agreement, you must put them in writing before the 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 would 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 government policies
- changes to the timing of grant payments
- availability of program funds.

10.7 Keeping us informed

You should inform us of any major changes that are 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.

10.8 Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may interview you, or ask you for more information to help us understand how the grant affected you or to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

10.9 Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable 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.

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.

10.10 Grant acknowledgement

If you make a public statement about a project funded under the program, we require you to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government through the Australian Heritage Grants Program.'

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

11. Conflicts of interest

11.1 Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

11.2 Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, committee members, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*. We publish our [conflict of interest policy](#)²³ on the Department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the Program.

12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.2,

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

²³ <https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

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

12.1 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.

12.1.1 When we may disclose confidential information

We may disclose confidential information:

- to the assessment 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.

12.2 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. 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, the assessment committee, 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](#)²⁴ 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.

12.3 Public announcement

We will publish non-sensitive details of successful projects on [GrantConnect](#)²⁵, as required under the *Commonwealth Grants Rules and Guidelines 2017*, [business.gov.au](#), and the Department of the Environment and Energy website. 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.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

12.4 Freedom of information

The *Freedom of Information Act 1982* (FOI Act) applies to all documents we create, receive or store about the program. If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#)²⁶ or through our [online enquiry form](#)²⁷.

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

Our [Customer Service Charter](#)²⁸ 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.

²⁴ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

²⁵ <https://www.grants.gov.au>

²⁶ <https://www.business.gov.au/contact-us>

²⁷ <http://www.business.gov.au/contact-us/Pages/default.aspx>

²⁸ <http://www.business.gov.au/about-businessgovau/Pages/customer-service-charter.aspx>

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

Head of Division
AusIndustry - Support for Business
Department of Industry, Innovation and Science
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)²⁹ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

²⁹ <http://www.ombudsman.gov.au/>

Appendix A. Definitions of key terms

Term	Definition
AEDT	Australian Eastern Daylight Time
Application form	The document issued by the program delegate that applicants use to apply for funding under the program.
Assessment Committee	Consisting of representatives of both the Department of Industry, Innovation and Science, and the Department of Environment and Energy, which assess applications, and provide recommendations to the Minister for approval.
AusIndustry	The division of the same name within the department.
Conservation	As per the Burra Charter conservation means all the processes of looking after a place to retain its cultural significance.
Department	The Department of Industry, Innovation and Science is responsible for administering this grant opportunity on behalf of the Department of the Environment and Energy.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in section 5 of these guidelines.
Eligible application	An application or proposal for grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
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.
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 contribution	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.
Land Owner	The legal owner of the National Heritage property or portion of the property

Term	Definition
Listed place	A place that is recognised for its natural, Indigenous, or historic heritage values and listed on Australia's National Heritage List ³⁰ .
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for the Environment
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth).
Preservation	As per the Burra Charter preservation means maintaining a place in its existing state and retarding deterioration.
Program	Australian Heritage Grants
Program delegate	An AusIndustry general 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.
Site Owner	The individual or organisation identified by DoEE as being the designated site owner for the National Heritage place.

³⁰ <http://www.environment.gov.au/heritage/places/national-heritage-list>

Appendix B. Australia's National Heritage list

A letter of support from the site owner of the listed place is required to be submitted where you are not the site owner. Contact details for the site owners can be obtained by contacting us at 13 28 46.

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

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

Places	Location
Elizabeth Springs	QLD
Eureka Stockade Gardens	VIC
First Government House Site	NSW
Fitzgerald River National Park	WA
Flemington Racecourse	VIC
Former High Court of Australia Building	
Flora Fossil Site - Yea	VIC
Fraser Island	QLD
Fremantle Prison (former)	WA
Glass House Mountains National Landscape	QLD
Glenrowan Heritage Precinct	VIC
Gondwana Rainforests of Australia	NSW, QLD
Grampians National Park (Gariwerd)	VIC
Great Artesian Basin Springs: Witjira-Dalhousie	
Great Artesian Basin Springs: Elizabeth	
Great Barrier Reef	QLD
Great Ocean Road	VIC
Great Ocean Road and Scenic Environs	
Greater Blue Mountains	NSW
Heard Island and McDonald Islands	

Places	Location
Hermannsburg Historic Precinct	
High Court – National Gallery Precinct	
HMAS Sydney II and HSK Kormoran	WA
HMS Sirius shipwreck	EXT
HMVS Cerberus	VIC
Heard and McDonald Islands	EXT
Hermannsburg Historic Precinct	NT
High Court - National Gallery Precinct	ACT
High Court of Australia (former)	VIC
Hyde Park Barracks	NSW
ICI Building (former)	VIC
Jordan River Levee	TAS
Kakadu National Park	NT
Kamay Botany Bay: botanical collection sites	NSW
Kingston and Arthurs Vale Historic Area	EXT
Koonalda Cave	SA
Ku-ring-gai Chase National Park, Lion, Long and Spectacle Island Nature Reserves	NSW
Kurnell Peninsula Headland	NSW
Lesueur National Park	WA
Lord Howe Island Group	NSW

Places	Location
Macquarie Island	TAS
Mawsons Huts and Mawsons Huts Historic Site	ANTA
Melbourne Cricket Ground	VIC
Melbourne's Domain Parkland and Memorial Precinct	VIC
Moree Baths and Swimming Pool	NSW
Mount William Stone Hatchet Quarry	VIC
Murtoa No. 1 Grain Store	VIC
Myall Creek Massacre and Memorial Site	NSW
Newman College	VIC
Ngarrabullgan	QLD
North Head - Sydney	NSW
Old Government House and the Government Domain	NSW
Old Great North Road	NSW
Old Parliament House and Curtilage	ACT
Parramatta Female Factory and Institutions Precinct	NSW
Point Cook Air Base	VIC
Point Nepean Defence Sites and Quarantine Station Area	VIC
Porongurup National Park	WA

Places	Location
Port Arthur Historic Site	TAS
Purnululu National Park	WA
QANTAS hangar - Longreach	QLD
Queen Victoria Market	VIC
Recherche Bay (North East Peninsula) Area	TAS
Richmond Bridge	TAS
Rippon Lea House and Garden	VIC
Royal Exhibition Building and Carlton Gardens	VIC
Royal National Park and Garawarra State Conservation Area	NSW
Shark Bay, Western Australia	WA
Sidney Myer Music Bowl	VIC
Snowy Mountains Scheme	NSW
South Australian Old and New Parliament Houses	SA
Stirling Range National Park	WA
Sydney Harbour Bridge	NSW
Sydney Opera House	NSW
Tasmanian Wilderness	TAS
The Burke, Wills, King and Yandruwandha National Heritage Place	QLD, SA
The Goldfields Water Supply Scheme	WA

Places	Location
The Ningaloo Coast	WA
The West Kimberley	WA
Tree of Knowledge and curtilage	QLD
Uluru - Kata Tjuta National Park	NT
Warrumbungle National Park	NSW
Wave Hill Walk Off Route	NT
Western Tasmania Aboriginal Cultural Landscape	TAS
Wet Tropics of Queensland	QLD
Wilgie Mia Aboriginal Ochre Mine	WA
Willandra Lakes Region	NSW
Witjira-Dalhousie Springs	SA
Woolmers Estate	TAS
Wurrurrwuy stone arrangements	NT

Appendix C. Letter of support from site or land owner

Australian Heritage Grants

I am the [site owner/land owner] 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 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: