



Community Heritage and Icons Grants 2016-17

Grants from \$2,500 to \$10,000 (GST exclusive) to harness the expertise and enthusiasm of local community groups and individuals to conserve, protect and raise awareness of places on Australia's National Heritage List

Application Guidelines

To be eligible for consideration, applications **must** be received by **2:00pm (AEDT*)** on:

<DATE-TBA> MARCH 2017

LATE APPLICATIONS MAY NOT BE ACCEPTED

For further information about the Program, contact:

Community Heritage and Icons Grants 2016-17

Department of the Environment and Energy

Phone: 1800 653 004

Email: heritagegrants@environment.gov.au

Website: www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants

*Australian Eastern Daylight Time.

IMPORTANT INFORMATION

- ✓ These Application Guidelines (**Guidelines**) for the Community Heritage and Icons Grants 2016-17 (**Programme**) provide information to help eligible organisations and individuals prepare an application for funding (**Application**) to undertake a Community Heritage and Icons Grants 2016-17 project (**Project**). These Guidelines provide information on the Application process and the criteria that will be used to assess Applications submitted under the Program.
- ✓ In submitting an Application you **must** attach a current Letter of Support for the proposed Project from the Owner or Manager of the place on Australia's National Heritage List which is the subject of the Application.

Projects must be able to be completed by 30 June 2018.

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PART 1 – COMMUNITY HERITAGE AND ICONS GRANTS 2016-17 PROGRAM OVERVIEW

1.1 Overview

The Australian Government’s plan for a cleaner environment rests on four pillars: clean air, clean land, clean water, and heritage protection. The Community Heritage and Icons Grants program (the **Program**) is a key component of heritage protection.

From places that define who we are and tell the story of our country’s past, to the places that reflect our evolving heritage and where we are going, Australia’s National Heritage List is representative of Australia. A focus on Australia’s National Heritage listed places will ensure they are protected for future generations. Heritage assists us in maintaining our sense of community pride and national identity. Community engagement with these places of national significance will assist in the places being accessible, understood and celebrated.

Funding of up to \$1.4 million (GST exclusive) is available through the Program over three years from 2014-15. Up to \$467,000 (GST exclusive) is available in 2016-17, of which up to \$337,000 (GST exclusive) is available through this competitive round of the Program.

In 2016-17, the Australian Government will continue to support individuals, community groups and local governments across Australia by offering grants of between \$2,500 (GST exclusive) and \$10,000 (GST exclusive) through the competitive funding component of the Program. This component will provide funding to support community engagement with, and raise awareness of, the places that are on Australia’s National Heritage List. The National Heritage List is available at <http://www.environment.gov.au/heritage/places/national-heritage-list> .

Funding has also been provided for two discretionary grants:

- \$50,000 (GST exclusive) each year over three years from 2014-15 to the Australian Heritage Council; and
- \$240,000 (GST exclusive) over three years, from 2014-15, to the Federation of Australian Historical Societies.

1.2 Objective and Outcomes

The **Objective** of the Program is to:

- ✓ support community engagement with, and raise awareness of, places on Australia’s National Heritage List for their outstanding heritage value to the nation.

The **Outcomes** of the Program are:

- ✓ improved community engagement with, and awareness of, places on Australia’s National Heritage List and their listed values, their stories, and the benefits of their heritage conservation
- ✓ improved conservation, preservation, and interpretation of Australia’s National Heritage listed places, and their listed values (including improved access to these places).

1.3 Timeframes

The following table shows indicative timing for implementation of the Program

Applications open	<Date – TBA> February 2017
Applications close	2.00pm (AEDT*) <Date – TBA> March 2017
Projects completed	All Project activities must be completed by 30 June 2018

*Australian Eastern Daylight Time.

1.4 Key Documents

The following documents are available on the Program website to help you prepare the Application for funding under Community Heritage and Icons Grants 2016-17:

(<http://www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants>)

- *Community Heritage and Icons Grants 2016-17 Application Guidelines;*
- *Community Heritage and Icons Grants 2016-17 Application Form;*
- *Site Owner/Manager Letter of Support Template;*
- *Funding Agreement – Template; and*
- *Frequently Asked Questions.*

1.5 Submitting an Application

Step 1: **Read** these Guidelines and any other relevant information made available on the Department of the Environment and Energy's website (<http://www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants>).

Step 2: **Complete** the online Application Form available at (<http://www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants>).

Please note that each Application Form has an embedded unique identifier as a means to exclude duplicate submissions.

In submitting an Application you **must** attach a current Letter of Support for the proposed Project from the Owner or Manager of the place on Australia's National Heritage List which is the subject of the Application.

A hard copy Application Form can be requested by calling the Community Heritage and Icons Grants 2016-17 information line on 1800 653 004. Electronic Applications are **preferred and encouraged**.

Step 3: **Submit** the Application to the Department by **2:00pm (AEDT) on <Date – TBA> March 2017** and keep a copy for your records. Applications received after this time will be registered as 'late'.

More information about submitting the Application is at Part 4 of these Guidelines.

PART 2 – ELIGIBILITY

2.1 Who can apply?

The Community Heritage and Icons Grants 2016-17 are targeted towards community groups, individuals and local governments that can successfully deliver Projects that support community engagement with, and raise awareness of, places on Australia’s National Heritage List.

To be **eligible to apply** for funding Applicants must meet the following criteria:

1. Each Applicant must be a legal entity, for example:
 - ✓ an individual (Australian citizens or permanent residents only);
 - ✓ an incorporated association under State or Territory law;
 - ✓ an Australian company under the *Corporations Act 2001* (Cth);
 - ✓ a cooperative society;
 - ✓ an Aboriginal or Torres Strait Islander organisation, council or incorporated association;
 - ✓ a trustee of a trust;
 - ✓ a partnership, where each of the partners are legal entities (including individuals (Australian citizens or permanent residents only)); or
 - ✓ a Local Government authority/entity (i.e. local Council).

If you are a partnership, the person signing the Application must have the authority to sign for and bind the partners of the partnership jointly and severally.

2. Groups must have either:
 - ✓ voting and/or financial membership of at least five individuals; or
 - ✓ in the case of a trustee of a trust (see eligible legal entities above), demonstrated community support including information about the level of volunteer involvement (at least five (5) volunteers); and
 - ✓ been in existence for at least 12 months before the Application closing date specified in Part 4.5 (Indigenous groups are exempt from this eligibility requirement).
3. Each Applicant must be, or have current written support of, the Owner or Manager of the National Heritage List place which is the subject of the Application. This evidence of current written support for the Project from the Owner or Manager **must** be included with the Application.

If you are unsure of the details of the Owner or Manager of the place on Australia’s National Heritage List which is the subject of the Application, please contact the Department. (refer to Part 8).

Note: Please have the Owner or Manager complete the Letter of Support template at <http://www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants>

Applicants without an Australian Business Number (ABN) will be required to complete a ‘Statement by a Supplier’.

2.2 Who cannot apply?

You are **not** eligible to apply if you:

- ✘ are a political party, organisation or are of a political nature;
- ✘ have previously received grant funding for the same activities;
- ✘ are a State or Territory government department, agency or authority; or
- ✘ are an Australian Government department, agency or authority.

2.3 What places are eligible for funding?

The Program will fund eligible Applicants to deliver Projects that support community engagement with, and raise awareness of, places on Australia's National Heritage List, emphasising their importance and outstanding value to the nation (refer to <http://www.environment.gov.au/heritage/places/national-heritage-list>).

Detailed information about places on Australia's National Heritage List and their listed values can be found on the Australian Heritage Database at: <http://www.environment.gov.au/cgi-bin/ahdb/search.pl>.

PART 3 – WHAT WILL THE PROGRAM FUND

3.1 What Project activities will be funded?

The Program will fund a range of interpretation, communication, promotion and volunteer activities that promote community participation and awareness of places listed on Australia's National Heritage List.

Eligible Activities include:

- ✓ development of signage, brochures and pamphlets;
- ✓ development of web content, smart phone applications or virtual tours;
- ✓ development of interpretive heritage trails and walks;
- ✓ relevant training, tools, occupational health and safety equipment, branded uniforms and support for volunteer groups who work at National Heritage Listed places;
- ✓ heritage promotion and community education activities that celebrate the National Heritage List place and its listed values;
- ✓ community events that enhance awareness of the heritage values of the National Heritage List place; and
- ✓ capturing stories of the importance of National Heritage listed places to the community in electronic, web ready format, printed or other forms of knowledge transfer.

3.2 What activities and costs will not be funded?

The following types of activities and costs will not be funded under the Program:

- ✘ activities associated with places **not** listed on Australia's National Heritage List;
- ✘ activities that do not have the support of the Owner or Manager of the National Heritage List place which is the subject of the Application;
- ✘ activities that do not contribute to the Objective and Outcomes of the Program (see Part 1.2);
- ✘ activities that cannot be completed by 30 June 2018;
- ✘ food, alcohol, travel or accommodation expenses;
- ✘ purchase of assets¹, including, but not limited to, computers, land, buildings or vehicles.
Funding to hire/lease equipment may be considered where it is essential to the completion of on-ground works or to achieve specific Project activities and only when value for money can be demonstrated. Exception: up to \$2,000 total (GST exclusive) may be approved for purchase or hire of media and recording equipment for the specific purpose of recording Indigenous knowledge (for Indigenous groups only);
- ✘ purchase of equipment or materials that are normally part of an Owner/Manager responsibility for the management of their property/business;
- ✘ salaried positions and labour expenses related to the normal ongoing operations of an organisation or an individual's commercial operation. Only salaries and labour expenses directly attributable to the discrete Project with measurable outputs are eligible. Applications may seek funding to engage contractors with relevant knowledge and/or specialist expertise that is required to complete the Project;
- ✘ purchase, lease or acquisition of land;
- ✘ activities designed to raise revenue;
- ✘ digitisation of collections (e.g. council records, journals, newspapers, etc) relating to non-Indigenous projects;
- ✘ events or National Heritage listed places which are not open to the public;
- ✘ retrospective activities or activities that have already commenced before entering into a funding agreement with the Department;
- ✘ events which are not directly linked to promoting awareness, celebration or community engagement with a National Heritage List place or historic event associated with it;
- ✘ stories that contain inappropriate or offensive material (determined at the Department's absolute discretion);
- ✘ events that are of a political nature, such as rallies or political forums;
- ✘ events that are 'business as usual' for the Applicant – i.e. ongoing/recurring events or meetings;
- ✘ symposiums, conferences, trade shows and conventions;
- ✘ activities that are the legislative and/or regulatory responsibility of others;
- ✘ activities outside of Australia and its territories; and
- ✘ administrative costs and overheads (subject to Part 3.3).

¹ Assets are defined as building improvements and items of equipment, furniture, vehicles, computer hardware and software, media equipment and the like with a useful life of three years or more and an individual cost of \$1,000 or more.

3.3 Administrative costs and overheads

Administrative costs and overheads (such as project coordination, office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance cost, costs associated with legally required documents such as cultural heritage site searches, permits) are **not** eligible for funding, **unless** these expenses are clearly demonstrated to be additional to the normal day to day running costs of the organisation and relate directly to specific project objectives and measurable outcomes and fit within a defined timeframe. In these circumstances, funding of up to 10% of the total requested project funding can be sought for administrative costs and overheads.

PART 4 - INSTRUCTIONS FOR APPLYING

The Program is a competitive grants program and, as such, all Applications will be assessed on information provided in the Application Form only. It is important that the Application addresses the requirements outlined in these Guidelines. The Department is not obliged to contact you for missing information or to clarify unclear details.

4.1 How to apply

1. Read these Guidelines carefully before preparing the Application.
2. Ensure you meet the eligibility criteria (see Part 2).
3. Complete the online Application Form available at <http://www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants>.
4. Submit the Application by **2:00pm (AEDT) on <Date – TBA> March 2017**.
5. Keep a copy of the Application for your records.

4.2 Things to know when completing an Application

- ✓ All relevant sections of the Application Form must be completed and Applications must be complete at the time of submission. Mandatory fields are denoted by an asterisk (*).
- ✓ The Application may not be able to be properly assessed if you fail to answer all relevant questions in the Application form. The Department is not obliged to consider any supporting or additional documentation not requested in the Application form.
- ✓ Applicants must complete a declaration regarding their Application which will be considered in the assessment process (refer to Part 4.4).
- ✓ Electronic Applications are preferred. Each downloaded electronic Application Form has a unique identifier, as a means to exclude duplicate Applications, and may only be used for one Application.
- ✓ The online Application Form is to be considered, approved and submitted by an authorised officer of the Applicant. Hard copy Applications must be signed and approved by an authorised officer of the Applicant.
- ✓ Do **not** send hard copies of Applications that were submitted electronically.

4.3 Attachments and supporting documents

Additional information provided by the Applicant but not requested in the Application form will not be assessed.

Where applicable, attachments that will be accepted as part of an Application include:

- ✓ A current letter of support from the Owner or Manager of the National Heritage List place which is the subject of the Application; and
- ✓ Relevant written permissions from Traditional Owners and/or relevant Indigenous people with rights and interests in the area as per the Ask First Guidelines, if required.

4.4 Application declarations

Applicants must complete a declaration regarding their Application which will be considered in the assessment process. Application declarations may be required to include, but will not be limited to, declarations to the effect that:

- ✓ the Applicant has obtained the written consent of the Owner or Manager of the National Heritage List place which is the subject of the Application to implement the proposed Project activities (where the Applicant does not own or have management responsibility for the National Heritage List place);
- ✓ the Applicant has or is able to obtain the necessary permits and/or support from the relevant Traditional Owners and/or local Indigenous organisations where proposed activities may directly or indirectly affect Indigenous sites or places of value;
- ✓ the Applicant has or is able to access adequate funds and/or resources to support delivery of the Project (other than funds/resources requested in the Application) before the proposed date of commencement;
- ✓ the proposed Project complies with all requirements set out in any applicable Commonwealth, state, territory, and local government laws, and that all necessary planning, approvals and/or permits are or can be in place prior to the commencement of the Project;
- ✓ none of the decision makers involved in the Project on the Applicant's behalf have been convicted of a fraud-related offence in the last five years;
- ✓ as at the Application closing date, the Applicant does not have any overdue reports or acquittals under any contractual or statutory arrangements for funding with the Department of the Environment and Energy;
- ✓ no funding has been received, in part or in full, for activities that are the subject of the Application from any other funding source except as identified in the Application. Applicants may, however, seek to build on activities undertaken with previous grant funding (i.e. to do a further stage of a larger project);
- ✓ written documentation supporting the declarations will be provided to the Department upon request; and
- ✓ the information provided in the Application is complete and correct and no information is false or misleading, and that the Applicant understands that it is an offence under the *Criminal Code Act 1995* (Cth) to provide false or misleading information.

4.5 Closing date and time

All applications **must** be received by **2:00pm (AEDT) on <Date - TBA> March 2017**.

The Department may, at its sole and absolute discretion, extend the closing date and/or time. Any such extension will be published on the Department's website.

4.6 Late Applications

Potential Applicants should familiarise themselves with the Application requirements well in advance of the Application closing time.

Any Application received by the Department after the closing time and date will be considered late and will be registered separately.

The Department has no obligation to accept a late Application. The Department may consider admitting late Applications under extenuating circumstances. An explanation of extenuating circumstances should be provided in writing to heritagegrants@environment.gov.au **prior** to the closing day and time for applications. Any decision by the Department to accept or not accept a late Application is at the Department's absolute discretion and will be final.

It is the Applicant's responsibility to ensure that their Application reaches the Department before the closing date and time, allowing sufficient time and taking into consideration any potential IT, postal and technical issues that may occur during the submission of an Application.

4.7 Receipt and registration

An automatic receipt will be generated once an electronic Application is submitted. Advise us immediately if you do not receive a receipt on submission of the Application. For Applications lodged in hard copy, receipt of the Application will be confirmed in writing.

PART 5 – ASSESSMENT PROCESS

The Australian Government is committed to ensuring that the assessment process for the selection of Projects is fair and transparent. An independent probity advisor will oversee the assessment of applications to ensure processes are robust, transparent and equitable.

5.1 Eligibility check

All Applications will undergo an eligibility assessment to confirm that all eligibility criteria have been met (see Part 2). Applications that do not meet the eligibility criteria will be deemed ineligible and will not be recommended for funding. The Applicant's response to the declaration requirements will also be considered (refer to Part 4.4).

5.2 Assessment

Eligible Applications will be assessed on how well they address the assessment criteria outlined in Part 5.3 of these Guidelines. All Applications will be assessed and ranked on their merit based on information provided in the Application Form and relative to other Applications with the same focus. The Department reserves the right, at its sole and absolute discretion, to exclude from further consideration, those Applications that do not contain sufficient information on which to be assessed against the assessment criteria outlined in section 5.3 of these Guidelines.

Applications will be assessed by at least two assessors who will be Australian Government staff. All assessors will be required to:

- ✓ sign conflict of interest declarations and keep them up to date; and
- ✓ comply with the Australian Public Service Code of Conduct.

The Department may contact Applicants during the assessment process to seek clarification, for example, where the information provided in the Application is ambiguous or where contradictory statements are made, however, the Department has no obligation to do so. Information which materially improves or amends an Applicant's original Application will not be accepted.

A Departmental Moderation Panel will consider the assessed Applications and provide advice on Applications that are suitable or not suitable for funding.

The Moderation Panel may also take into account the following factors prior to establishing a list of recommended Projects for the Minister of the Environment and Energy's consideration:

- ✓ commitments made by the Australian Government;
- ✓ the total funds available under the Program;
- ✓ the focus of Projects relative to the funding available;
- ✓ the distribution of proposed Projects across Australia's National Heritage listed places;
- ✓ a balance of Project types;
- ✓ a balance of organisation types; and
- ✓ a mix of project types.

The assessment process will determine whether the eligible Applications represent an efficient, effective, economical and ethical use of Commonwealth resources, as required by Commonwealth legislation; and whether any specific requirements will need to be imposed as a condition of funding.

5.3 Assessment criteria

Outlined below are the assessment criteria against which each eligible Application under the Program will be assessed. All assessment criteria are weighted equally.

Assessment criteria	Considerations
1. Demonstrated alignment with the Objective and Outcomes of the Community Heritage and Icons Grants 2016-17 (see Part 1.2)	<p>Assessment against this criterion will consider the extent to which the Application:</p> <ul style="list-style-type: none"> addresses the Program Objective, <i>'Support community engagement and raise awareness of places listed on Australia's National Heritage List'</i> (and associated Outcomes), including the proposed level and appropriateness of engagement with, and participation of, the relevant communities; demonstrates alignment between the Project activities and the values for which the National Heritage List place, which is the subject of the application, is listed; and considers or demonstrates alignment with relevant plans, strategies and priorities. The Application should refer to the relevant plan(s) by name where possible.
2. Demonstrated capacity to deliver	<p>Assessment against this criterion will consider the extent to which the Application demonstrates that:</p> <ul style="list-style-type: none"> the Project activities can be delivered to an adequate standard by 30 June 2018; the necessary knowledge, skills and experience will be applied to delivering the Project; and the Project has sound oversight and that contractual obligations will be met.
3. Likelihood of success	<p>Assessment against this criterion will consider the extent to which the Application demonstrates that:</p> <ul style="list-style-type: none"> the Project is reasonably likely to succeed in achieving its stated aims having regard to planning undertaken, proposed resources, time, expertise, delivery mechanism and activities, and any risks, including relating to Work Health and Safety; and where relevant, how outcomes will be maintained into the future.
4. Value for money	<p>Assessment against this criterion will consider the extent to which the Application demonstrates that:</p> <ul style="list-style-type: none"> The Project Budget contains an adequate level of detail; The Project Budget is consistent with proposed Project activities; The Funding requested is adequately justified with respect to the Project's scale and intended outcomes; and the Project budget meets the criteria in these Guidelines in terms of exclusions for certain items (see sections 3.2 and 3.3).

5.4 Selection and notification

Following the assessment process, the Department will provide advice to the Minister for the Environment and Energy on the merits of each Application. The Minister for the Environment and Energy will consider the recommended Applications, relative to the funding available.

In selecting Applicants to receive funding, the Minister may select strategic or exceptional proposals from outside the competitive funding round, provided such proposals meet the objectives of the Program.

The Minister will make the final determination on which Applications receive funding and no further negotiations will be entered into. The Department may, at its sole and absolute discretion, revisit the assessment process in exceptional circumstances.

All Applicants will be notified in writing of the outcome of their Application. Details of successful Applications will be published on the Department's website. All Applicants may request feedback on their Application (see Part 8 for the Department's contact details).

PART 6 - CONDITIONS OF RECEIVING A GRANT

6.1 Funding Agreement

All funding for the Program will be administered by the Department. The Department will enter into a funding agreement with each successful Applicant (referred to in this Part as the **Recipient**).

A funding agreement is a legally enforceable, performance-based contract between the Department and a Recipient that sets out the terms and conditions governing the funding to be provided to the Recipient under the Program. A Recipient will be legally responsible for ensuring all of the obligations under the terms and conditions of the funding agreement are met. All Project funding payments are subject to the successful Applicant entering into and complying with the terms and conditions of a funding agreement.

The Department may withdraw the offer of funding if the funding agreement is not signed by the Recipient within the timeframe determined by the Department. A sample draft funding agreement will be made available at <http://www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants> which sets out the proposed terms and conditions for receiving funding under the Program.

If an Application from the trustee of a trust (see Part 2.1) is successful, a copy of the trust deed, including all amendments, must be provided to the Department prior to execution of the funding agreement. When providing the trust deed, the trustee must:

- ✓ provide a copy of the whole executed trust deed, along with any amendments to the deed; and
- ✓ certify the trust deed with a statement that "All changes to this trust deed, subsequent to its commencement, have been provided to the Department with this copy of the trust deed".

6.2 Legal requirements and approvals

All Projects must comply with relevant Commonwealth, state, territory and local authority laws, including (as applicable) environmental, heritage, cultural heritage, planning and animal welfare laws. The funding agreement will specify this requirement, and action may be taken to terminate the Project or retrieve Project funds where such laws have not been complied with.

6.3 Monitoring and reporting

In line with standard Australian Government audit and evaluation requirements, all funded Projects will be subject to financial and performance monitoring and evaluation to ensure that they meet performance indicators as detailed in the funding agreement.

All Recipients will be required to report on their project. This may include submission of a progress report/s, final report, and financial statement as part of the delivery of their Project.

Following completion of the Project, all Recipients will be required to submit a final report and a financial statement. Recipients that are individuals will also be required to submit a statutory declaration. You will need to keep written records of your activities and monitor the results. This information will help you to evaluate and report on the success of the Project. Staff from the Department may contact you to check how the Project is progressing, or to arrange a visit to the Project site.

Recipients must keep proper accounting records for all Project costs and submit a financial statement (see Part 6.8) along with the Final Report.

Recipients may be required to provide information to the Department to assist with any evaluation of the Program.

6.4 Payments

Project payments will be made in accordance with the milestone schedule included in an executed funding agreement.

A Recipient must **not** commence work on the Project before a funding agreement is executed with the Department. Payment will not be backdated for activities that commenced before the execution of the funding agreement, and no payments will be made unless a funding agreement has been executed.

The funding agreement will include provision for the Department to seek repayment of funds that are found not to have been spent in accordance with the purposes specified in the funding agreement.

GST will be applied to payments based on the Recipient's GST status, and entity type, at the time of Application unless the Department is notified of a change at the time of entering into a funding agreement.

6.5 Taxation

Payments may give rise to assessable income. The amount, if any, included in assessable income will depend on the circumstances of each Recipient, and the precise terms and conditions under which the entitlement arises. Applicants are encouraged to seek independent legal and financial advice about the implications of receiving funding under the Program before entering into a funding agreement with the Department.

If the Recipient does not have an Australian Business Number (ABN), you will be required to complete a 'Statement by a Supplier' form (available from the Australian Taxation Office) before entering into a funding agreement with the Department. If you do not provide this statement, a withholding tax will apply to all payments.

6.6 Insurance

Recipients must ensure that, at the time of entering into the funding agreement, they hold the required insurance(s) for the level and duration specified in the funding agreement. The Department may require the Recipient to provide copies of the relevant certificates of currency for their insurance at any time during the term of the funding agreement (and beyond as applicable).

6.7 Work Health and Safety

Work Health and Safety (WHS) is a high priority for the Program.

Recipients must comply (and ensure that all parties involved in the Project, including any subcontractors, comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority WHS Laws.

Recipients 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.

Recipients will be required to provide a safe work environment and appropriate safety equipment for all Project participants and ensuring safe access to Project sites where work is being carried out.

6.8 Project acquittal

Recipients must keep proper accounting records for all Project costs. As a recipient of public monies, Recipients are obliged to report on the financial and practical progress of the Project undertaken. For Projects funded under the Program a financial template will be available at www.environment.gov.au/heritage/grants-and-funding/community-heritage-icons-grants .

Once the Project is completed, all Recipients must acquit their Project. The timeframe for final acquittal will be set out in the funding agreement and is normally within 40 business days of the agreed completion date for the Project. Recipients will be required to submit a financial statement (along with a Final Report). This will involve a report certifying that all funds have been used for the purpose for which they were provided, and that all terms and conditions of the Agreement were complied with. Recipients that are individuals will also be required to sign and submit a statutory declaration.

PART 7 – RIGHTS AND RESPONSIBILITIES

7.1 Applicants

It is the responsibility of the Applicant to:

- ✓ fully and properly inform themselves of the requirements of the Program, these Guidelines and the Application process;
- ✓ secure the written support of the Owner or Manager of the place on Australia's National Heritage List which is the subject of the Application;
- ✓ ensure their Application is complete and accurate (the Department is not obliged to request additional or missing information);
- ✓ ensure their Application is received by the Department before the Application closing date and time;
- ✓ identify any information contained within their Application, which they consider should be treated as confidential and provide reasons for the request (noting the Department will not be in breach of any confidentiality obligations where disclosure is required as outlined further in Part 7.3);
- ✓ keep a copy of their Application for their records; and
- ✓ after submitting their Application, inform the Department of any changes to their circumstances, which may affect their Application or eligibility for funding under these Guidelines.

Conflict of interest

A conflict of interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest.

A real or apparent conflict of interest will exist if you have a personal, private or professional interest that conflicts, or might reasonably be thought to conflict with, or to influence improperly, the discharge of your responsibilities for the work to be conducted under the grant if the Application is approved.

Applicants are required to declare, as part of their Application, that they have no existing conflicts of interest that would, or may impact on, or prevent the Applicant proceeding with the Project.

Where a successful Applicant subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to managing their Project, they must inform the Department in writing immediately.

Risk, cost and expense

The Applicant's participation in any stage of the Application process, or in relation to any matter concerning the Application process of the Program, is at the Applicant's sole risk, cost and expense. Any costs or expenses incurred by an Applicant in preparing or lodging an Application or in taking part in the Application process will be the sole responsibility of the Applicant. Funding Recipients will be fully responsible for implementing and delivering their Projects funded under the Program.

False and misleading information

Applicants are entirely responsible for the accuracy of all information submitted in their Application. If Applicants knowingly provide inadequate, false or misleading information, the Application may be excluded from the assessment process.

If an Applicant discovers any material discrepancy, ambiguity, inconsistency or errors in their submitted Application, they must immediately bring it to the attention of the Department. Applicants should be aware that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

The Department may request further information from an Applicant and allow an Applicant to remedy any discrepancy, ambiguity, inconsistency or error in an Application. The Department reserves the right to accept or disregard clarification information provided by an Applicant, and will not consider clarification information that materially improves or amends an Applicant's original Application. Projects may be terminated if it is identified that false or misleading information was provided in an Application.

7.2 The Australian Government's obligations

The Australian Government is committed to ensuring:

- **fairness and impartiality:** Applicants will be treated equally and have the same opportunity to access information and advice;
- **consistency and transparency of process:** Applications will be evaluated in a systematic manner against the criteria outline in Part 5.3 of these Guidelines;
- **security and confidentiality:** the processes adopted for receiving and managing Applicant information will ensure the security and confidentiality of information, as appropriate;
- **identification and resolution of potential conflicts of interest:** staff involved in the Application and assessment process are required to declare and address any actual, potential or perceived conflict of interest prior to providing any advice or assessment; and
- **Circumstances for waiving/amending criteria or process:** the Australian Government is committed to ensuring that the Program is undertaken in a transparent manner and in accordance with these Guidelines. The Australian Government, however, reserves the right to amend these Guidelines by whatever means it may determine at its sole and absolute discretion and will, where possible, provide reasonable notice of these amendments. The Australian Government also reserves the right to vary, suspend or terminate the assessment process at any time and at its sole and absolute discretion.

7.3 Confidentiality and disclosure of information

Applicants must identify any information contained within their Application, which they consider should be treated as confidential and provide reasons for the request.

The Department will only consider a request for confidentiality where:

- the information to be protected is identified in specific rather than global terms;
- the information is by its nature confidential; and
- disclosure would cause detriment to the parties concerned.

The Department is subject to the legislative and administrative accountability and transparency requirements of the Commonwealth of Australia, including disclosure to the Parliament and its Committees.

Notwithstanding any obligation of confidentiality, the Department may disclose, or allow at any time the disclosure of, any information contained in or relating to any Application:

- to its advisors, employees or internal management for purposes related to the Application and assessment processes, including to evaluate or otherwise assess Applications and manage any resultant funding agreement;
- to the responsible Minister;
- to other Members of Parliament subject to written approval by the Applicant;
- in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia;
- within the Department, or with another agency, where this serves the Australian Government's legitimate interests;
- where the information is authorised or required by law to be disclosed, noting that information submitted to the Australian Government is subject to the *Freedom of Information Act 1982* (Cth) and its requirements; and
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by the Australian Government.

In submitting an Application, Applicants consent to the Department using the information submitted for the above mentioned purposes, for administering the Program, any other relevant programs and any other incidental or related purpose.

Applicants should be aware that if they are successful, Commonwealth policy requires the Department to publish information on a website about Recipients, including but not limited to the:

- name of the person or entity receiving the funding;
- title and purpose of the Project;
- amount of funding awarded;
- term of the funding; and
- funding location.

By submitting an Application, the Applicant consents to publication of the above information by the Department if they are awarded funding under the Program.

Personal information may be disclosed to other Australian Government agencies provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988* (Cth). The Department will store and use the personal information collected by them in compliance with their obligations under the *Privacy Act 1988* (Cth).

Requests to access or correct personal information should be addressed to:

Post: Privacy Contact Officer
Department of the Environment and Energy
GPO Box 787
CANBERRA ACT 2601
Email: privacy@environment.gov.au

7.4 Complaints and Disputes

All enquiries and complaints will be handled in a manner consistent with the Department's Service Charter 2014-16, available from the Department's website at <http://www.environment.gov.au/about-us/publications/service-charter> .

The Department's Service Charter is a statement of the standards that clients can expect from the Department, their rights and responsibilities and how to find out more about the Department.

Feedback is important to the Department. Please contact the Department with any concerns or comments about our service.

PART 8 – CONTACTING THE DEPARTMENT

For more information about the Program, or questions about the Application process, please contact the Department.

Telephone: 1800 653 004
Email: heritagegrants@environment.gov.au
Postage: Community Heritage and Icons Grants 2016-17
Department of the Environment and Energy
GPO Box 787
CANBERRA ACT 2601

To ensure the query is dealt with promptly, please include 'Community Heritage and Icons Grants 2016-17 Application' in the subject line of all emails.

PART 9 – GLOSSARY OF TERMS

Term	Definition
Applicant	An entity that makes an Application. An Applicant may become a grant Recipient should their Project be awarded funding.
Application	An Application to the Australian Government under the Community Heritage and Icons Grants 2016-17 program to deliver specified heritage outcomes.
Australian Business Number (ABN)	An Australian Business Number (ABN) is a unique identifier numeric code that identifies an Australian person(s) or legal entity for the purposes of dealing with the Australian Taxation Office, other businesses and all levels of government. An ABN is required to register for GST and other elements of the Australian Taxation System.
AEDT	Australian Eastern Daylight Time
Department	Department of the Environment and Energy
Moderation Panel	A panel with an independent Chair that will moderate the assessed Applications, and provide recommendations to the Department on Applications suitable for Program support.
National Heritage List	The Australian National Heritage List (http://www.environment.gov.au/cgi-bin/ahdb/search.pl?mode=search_results;list_code=NHL;legal_status=65) is a list of places with outstanding natural, Indigenous or historic heritage value to the nation.
Program	Community Heritage and Icons Grants 2016-17
Project	A Community Heritage and Icons Grants 2016-17 Project is an agreed schedule of work activity/activities that must be completed by 30 June 2018.
Recipient	An Applicant who has been awarded funding under the Program for their Project.
Site manager	A person who manages a place listed for their heritage value on Australia's National Heritage List, found here: http://www.environment.gov.au/heritage/places/national-heritage-list .
Site owner	A person or entity that has legal ownership of title of the place listed for their heritage value on Australia's National Heritage List, found here: http://www.environment.gov.au/heritage/places/national-heritage-list .
Statement by a Supplier	If an Applicant does not hold a current ABN, the Applicant will be required to complete a 'Statement of Supplier' form available from the Australian Taxation Office website before entering into any funding agreement with the Australian Government.
Work Health and Safety (WHS)	In the context of the Community Heritage and Icons Grants 2016-17 program, this means protecting the health and safety of workers and other persons while in the workplace from exposure to hazards and risks, and the terms 'worker', 'workplace' and 'other persons' are defined and used in the relevant WHS Laws.
WHS Laws	Applicable work, health and safety statute, regulation, by-law, ordinance or subordinate legislation in force from time to time in the relevant state or territory.