



HERITAGE  
COUNCIL



GUIDELINES FOR  
**HERITAGE GRANTS  
PROGRAM**

SEPTEMBER 2021



# Contents

<b>1</b>	<b>How to use these guidelines</b>	<b>1</b>	<b>7</b>	<b>Funding and applicant contributions</b>	<b>12</b>
<b>2</b>	<b>About the Heritage Grants Program</b>	<b>1</b>	<b>8</b>	<b>Heritage Professionals and Consultants</b>	<b>13</b>
2.1	State Heritage Grants stream	1	<b>9</b>	<b>Contractors</b>	<b>14</b>
2.2	Community Heritage Grants stream	2	<b>10</b>	<b>Grant agreements</b>	<b>15</b>
<b>3</b>	<b>Heritage Grants Program process</b>	<b>4</b>	<b>11</b>	<b>Development approvals and permits</b>	<b>15</b>
<b>4</b>	<b>Applicant eligibility</b>	<b>6</b>	<b>12</b>	<b>Project timing</b>	<b>16</b>
4.1	State Heritage Grants	6	<b>13</b>	<b>Applying for a grant</b>	<b>17</b>
4.2	Community Heritage Grants	7			
<b>5</b>	<b>Project eligibility</b>	<b>8</b>			
5.1	State Heritage Grants	8			
5.2	Community Heritage Grants	9			
<b>6</b>	<b>Assessing applications</b>	<b>11</b>			
6.1	State Heritage Grants	11			
6.2	Community Heritage Grants	12			



COVER: First Church of Christ, Scientist ,Perth. 2020-21 grant recipient P11595. Repairs and restoration to windows and decorative glazing. Images supplied by Palassis Architects

# 1 How to use these guidelines

These guideline will tell you:

- who is eligible to apply
- what types of projects are eligible
- how applications are assessed
- what funding is available
- what to expect if you are successful.

Before making an application to the Heritage Grants Program (the program) you should read these guideline in full and ensure you and your project meet the eligibility requirements. This document should be read in conjunction with the program application forms, which are published on the Department of Planning, Lands and Heritage's website:

[www.wa.gov.au/heritage-grants](http://www.wa.gov.au/heritage-grants)

If you have any questions about the content of these guidelines and would like to discuss your project please contact us.

## Contact:

Senior Heritage Grants Administrator

[HCWAincentives@dplh.wa.gov.au](mailto:HCWAincentives@dplh.wa.gov.au)

6551 8002

# 2 About the Heritage Grants Program

The program encourages investment in State Registered Heritage Places and encourages and supports key strategic objectives of the Heritage Council of Western Australia. All grants awarded must conserve or celebrate a State Registered Heritage Place<sup>1</sup>, or promote heritage trade skills. To check if your property is on the State Register visit [Inherit](#). Please note, locally listed places are also included in the Heritage Council's Inherit database. Only places noted in their entry as being registered on the State Register under Statutory Heritage Listings are eligible for assistance under the program. The program is administered by the Department of Planning, Lands and Heritage and is separated into two distinct program streams.

## 2.1 State Heritage Grants stream (SHG)

The SHG stream subsidises the cost of conservation works, documentation and professional advice relating to the conservation of State Registered places.

This stream is for private owners of State Registered Heritage places to assist with physical conservation projects such as structural stabilisation, masonry repairs, roof repairs and mitigation of damp. Applications can also be made for the preparation of conservation management documentation, such as Conservation Management Plans, Conservation Management Strategies, Archaeological Management Plans, Cultural Landscape Management Plans and Feasibility studies for future place activation. More information on these documents can be found on the Department of Planning, Lands and Heritage's [website](#). The preparation of scopes of conservation works and building condition assessments can also be assisted under this stream and can be applied for as a documentation only project or in conjunction with physical building work.

---

<sup>1</sup> An exception to this is made for places on the Heritage Council's Assessment Program when applications are made for Conservation Management Plans.

Projects that plan for or implement natural disaster mitigation measures (eg. structural bracing for earthquake mitigation and roof tie-towns for cyclone preparedness) in State Registered places can also be supported.

Funding assistance is also available for the preparation of Conservation Management Plans for places that are on the Heritage Council's assessment program, but not for physical conservation work. Adaptive reuse work is not eligible for assistance any any stream of the Heritage Grants Program.

### Major Conservation Projects category

The Major Conservation Projects category is for conservation works projects that demonstrate exemplary outcomes in relation to the revitalisation of a heritage place for public benefit, disaster mitigation or job creation and economic recovery.

#### THINGS TO CONSIDER

- Is my property on the State Register of Heritage Places?
- Are there any existing conservation management planning documents for my property?
- What will the heritage outcomes of my project be?

## 2.2 Community Heritage Grants stream (CHG)

The CHG stream provides assistance to not-for-profit organisations, businesses and local governments for community engagement and interpretation projects. The CHG stream has two categories:

### Category 1

#### - Community engagement

Projects in this category promote heritage conservation across a region or sector. The Community Engagement category can provide funding assistance for events or activities that celebrate a SRP or promote best practice conservation, such as heritage trade skills workshops and training or specialist conservation talks and heritage tours. The Community Engagement category can provide funding assistance to events or activities that celebrate a State Registered place. Projects such as heritage trade skills workshops and training, specialist conservation talks and heritage tours can be assisted under this category.

### Category 2

#### - Interpretation

The Interpretation category can assist the development or implementation of interpretation projects. Projects can either be for the preparation of an Interpretation Plan or for the implementation of an established Interpretation Plan.

Audio-visual interpretation experiences, interpretive signage, heritage tourism products and other creative and innovative projects that tell the story of a State Registered Heritage Place can be supported.

#### THINGS TO CONSIDER

- How can the story of my State Registered place be shared with the community?
- Have I discussed my idea with relevant stakeholders?
- Is there an existing Interpretation Plan for the place?

## Heritage Grants Program 2021-2022

The program encourages and supports investment in **State Registered Heritage Places**, and supports key strategic objectives of the Heritage Council of Western Australia.

### State Heritage Grants

The SHG stream subsidises the cost of **conservation works, documentation and professional advice** relating to the conservation of State Registered places under private ownership.

### Community Heritage Grants

The CHG grant stream provides assistance to **not-for-profit organisations, businesses and local governments** for community engagement and interpretation projects.

#### Conservation works projects

Urgent conservation works required to structurally stabilise a State Registered place or essential works required to protect significant building fabric.

#### Documentation projects

Projects that demonstrate planning for the future of the place such as the preparation of Conservation Management Plans, strategies, building condition assessments, Archaeological Management Plans or feasibility studies.

#### Community Engagement

Events or activities that celebrate a State Registered place or promote conservation best practice, such as heritage trade skills workshops, specialists talks and heritage tours.

#### Interpretation

Interpretation projects that compile an Interpretation Plan or implement the recommendations of an existing interpretation plan for a State Registered Heritage Place. The development of audio-visual interpretation experiences, heritage tourism products and other innovative and creative projects that tell the story of a State Registered Heritage Place are eligible.

#### Major Conservation Projects

Projects that will assist in the re-activation of a heritage place for the purpose of heritage tourism, public benefit and enjoyment or projects that implement natural disaster mitigation measures or job creation may be eligible for a higher level of funding under this category

### 3 Heritage Grants Program process

#### APPLICATIONS OPEN THURSDAY 30 SEPTEMBER 2021

Application forms and guidelines are published on the Department of Planning, Lands and Heritage's [website](#).

- Read through the program guidelines and application forms.
- Check your eligibility.
- Speak to us about your project, either over the phone or in person.
- Speak to a heritage professional or consultant about your project.
- Ensure relevant stakeholders are engaged.
- Compile the required information, including multiple quotes for the project.
- If your project involves conservation work or the installation of interpretative elements, contact your local government to see if development approval or other approvals are required.

#### APPLICATIONS CLOSE 4PM FRIDAY 10 DECEMBER 2021

Completed applications must be submitted on or before the closing date. Late or incomplete applications cannot be assessed.

- Ensure your application is complete and all attachments are included when you submit.
- Make sure you submit your application before the closing date and time.

#### APPLICATIONS ARE ASSESSED

All applications are reviewed against the eligibility criteria before being assessed by assessment panels.

- During the assessment phase, you may be contacted for additional information, ensure you supply this as soon as possible to ensure it can be considered in the assessment of your application.

#### RECOMMENDATIONS ARE MADE

The Heritage Council reviews the outcomes of the assessment process. Recommendations are then made to the Minister for Heritage who approves the award of grants.

- Be patient while applications are assessed, keep an eye on your emails for the result of your application.

#### MINISTER'S ANNOUNCEMENT AND GRANT OFFERS - MARCH/APRIL 2022

All applicants are contacted directly and notified of the application outcome via email.

Grants will be offered by letter, applicants have 28 calendar days to respond to the offer, at which point the offer is automatically retracted.

- Read through your letter of offer and grant agreement carefully, seek legal advice if necessary
- Ensure you review, sign and return the grant agreement by the specified date.
- Make sure you submit any requested additional information required as a condition of offer.

## GRANT AGREEMENT

All successful applicants are required to enter into a grant agreement with the Heritage Council. Projects cannot proceed until the grant agreement has been executed.

Any work undertaken prior to the execution of a grant agreement is ineligible.

- Do not start your project until the grant agreement has been returned to you signed by both parties and until you have received all relevant required approvals.

## PROJECT DELIVERY

The Department will monitor progress of your project. Applicants are required to meet reporting requirements outlined in grant agreements.

- Ensure you submit claims on time and that you use the required forms.
- When requested, provide updates to the Department on your project.

## PROJECT COMPLETION

The project must be completed by the final claim date specified in the grant agreement or as otherwise varied.

- Make sure your project stays to schedule. If there are unavoidable project delays, contact us as soon as possible.



Chamber of Commerce Building, Fremantle P980.  
Removal of cement render and masonry repairs. 2020-21 SHG recipient.  
Image supplied by Fremantle Chamber of Commerce

## 4 Applicant eligibility

To be eligible for the program, you need to meet criteria specific to the grant stream you are applying for. Applicant eligibility requirements are outlined below under both program streams. Please read the criteria carefully to ensure you are eligible before submitting an application. If you are unsure if you meet the criteria please contact us.



Old Mill, part of Heritage South Perth P2394. Web application development. 2020-21 CHG recipient. Image supplied by City of South Perth.

### 4.1 State Heritage Grants (SHG)

#### Eligible applicants:

To be eligible for the SHG stream applicants must:

- a) be a **private owner** of a State Registered place
- b) hold comprehensive building insurance for the place
- c) have held the Certificate of Title for three or more years.

The following additional eligibility criteria also applies to some applicants:

- d) **Not-for-profit organisations** must provide evidence that the project has been refused Lotterywest funding, or it must be determined that they are not eligible for current Lotterywest grant funding.
- e) **Non-government entities** that are leasing a government-owned place, and have been for 10 or more years, may be eligible if they can provide evidence the maintenance of the place is their full responsibility.
- f) Owners that have held the Certificate of Title for three years or less must provide evidence that the defects giving rise to the project were unknown at the time of property settlement and the cost of repairs exceeds the property value.
- g) Applications from owners of places that are on Heritage Council's **Assessment Program** may be eligible if they are for the preparation of a Conservation Management Plan (CMP).
- h) Owners that have held the Certificate of Title for three years or less may be eligible to apply if they have Native Title Rights or Interests on the land of which the property is located and it can be demonstrated that the place has been transferred from the State's ownership to the current owner as part of a Native Title Agreement or Indigenous Land Use Agreement (ILUA).

### Ineligible applicants:

The following are not eligible to apply for funding:

- local governments
- Australian Government agencies
- State Government agencies
- applicants that have an active grant project under a previous round of the program

## 4.2 Community Heritage Grants (CHG)

### Eligible applicants:

To be eligible for the CHG stream, applicants must be one of the following:

- a) incorporated **not-for-profit organisation** registered with the Australian Charities and Not-for-profits Commission (ACNC)
- b) **businesses**, including individuals/ sole traders, with a valid ABN or
- c) WA local government authorities.

Applicants must also meet all of the below criteria:

- d) hold appropriate business, professional indemnity, public liability insurance or comprehensive building insurance (as applicable to the project) for the duration of the project
- e) provide detail of the estimated income as a result of the project if you are a commercial applicant
- f) disclose all sources of funding for the project in the project application
- g) provide evidence of place ownership or owner authorisation if your project involves any works to a place.

### Ineligible applicants:

The following are not eligible for funding assistance under the program:

- State Government entities or other affiliated bodies
- applicants that have an active grant project under a previous round of the program

### THINGS TO CONSIDER

- Do I meet all the criteria for the program stream I want to apply for?
- Have I contacted Lotterywest to see if I am eligible to apply to Lotterywest for funding assistance?
- Do I hold current insurance relevant to my project?

## 5 Project eligibility

In addition to applicant eligibility, projects must meet set criteria relevant to the program stream being applied for. You should ensure your project can satisfy the following criteria before submitting an application. If you are unsure if your project meets the criteria, please contact us for assistance.

### 5.1 State Heritage Grants (SHG)

#### Eligible projects:

SHG projects must meet one of the below criteria:

- a. urgent conservation works that are proposed to stabilise the place
- b. essential conservation works that are required to protect significant building fabric
- c. the project demonstrates planning for the future of the place.

In addition to the above, applications to the major conservation projects category must be able to demonstrate one or more of the below criteria can be met:

- a. The project re-activates a heritage place, or contributes significantly to its future reactivation for the purposes of heritage tourism, public benefit and enjoyment.
- b. The project demonstrates a proactive response to natural disaster mitigation.
- c. The project supports economic recovery and job creation at the local or State level.

#### Ineligible projects:

Projects that are not eligible for funding include:

- New additions (free standing or attached to existing structures), new construction or repairs to structures that are not of heritage significance.
- Works that adapt a place for future use.
- Demolition of significant fabric.

- Removal of significant fabric without appropriate like-for-like reinstatement or without due cause.
- Purchase of land or buildings, relocation of buildings or works to relocated buildings.
- Administrative costs to the applicant, including development application submission fees and permits.
- Tasks that have commenced prior to the execution of a grant agreement.
- Educational or promotional activities (see CHG stream).
- Heritage interpretation (see CHG stream).
- General maintenance (not heritage specific, e.g. cleaning, pruning).
- Works that are subject to a statutory order.
- Works claimable or claimed under an insurance policy.
- Reimbursement of insurance excess payments.
- Works required under an a Heritage Agreement made under the *Heritage Act 2018*.



Underneath Overlooked, Bonded and Resilient - research and exhibition by Penny Bovell and Gabrielle Howlett. 2020-2021 CHG recipient (image: Yvone Doherty)

## 5.2 Community Heritage Grants (CHG)

### 5.2.1 Community engagement

Eligible projects
<p>The Community Engagement category is intended for events or activities that celebrate a State Registered place or promote heritage conservation or interpretation across a region or sector.</p> <p>Some examples of events or activities that may be eligible under this category may be, but are not limited to:</p> <ul style="list-style-type: none"> <li>• specialist talks from heritage industry professionals</li> <li>• heritage trade skills workshops</li> <li>• heritage tours guided walks</li> <li>• materials conservation workshops relating to structural fabric</li> </ul>
<p><b>Projects must meet at least <b>one</b> of the following criteria:</b></p> <ul style="list-style-type: none"> <li>a) celebrate the cultural heritage significance of at least one State Registered place</li> <li><b>or</b></li> <li>b) educate the community on the importance, identification and conservation of historic heritage places</li> <li><b>or</b></li> <li>c) provide advice, training or support to custodians of historic heritage places and promote best practice in line with applicable Heritage Council policies and the Burra Charter</li> </ul>
<p><b>Projects must meet <b>all</b> of the below criteria:</b></p> <ul style="list-style-type: none"> <li>d) be offered to the general public or to a broad special interest group</li> <li>e) demonstrate a clear, measurable community benefit</li> <li>f) identify key stakeholders and key messages to be delivered</li> <li>g) promote best practice heritage conservation or heritage place research</li> <li>h) demonstrate collaboration with other individuals or organisations in delivery of the event, activity or project and</li> <li>i) consider significant heritage elements in project design, delivery and key messages</li> <li>j) interested groups and relevant stakeholders have been consulted or consultation forms a part of the current application</li> </ul>

### 5.2.2 Interpretation

Eligible projects
<p>The Interpretation category is intended to support interpretation projects that relate to a State Registered place or a place in the Heritage Council's assessment program.</p> <p>Projects that may be eligible under this category may be, but are not limited to:</p> <ul style="list-style-type: none"> <li>• preparation of an interpretation plan</li> <li>• design of interpretative signage</li> <li>• design of interpretive displays</li> <li>• manufacture or installation of heritage interpretation</li> <li>• development of a heritage tourism product</li> </ul>
<p><b>Projects must meet at least <b>one</b> of the following criteria:</b></p> <ul style="list-style-type: none"> <li>a) promote the cultural heritage significance of at least one State Registered place</li> <li><b>or</b></li> <li>b) educate the community on the importance, identification and conservation of historic heritage places</li> </ul>
<p><b>Projects must meet <b>all</b> of the below criteria:</b></p> <ul style="list-style-type: none"> <li>c) compile or follow an established interpretation plan</li> <li>d) demonstrate a clear, measurable community benefit</li> <li>e) identify key stakeholders and key messages to be delivered</li> <li>f) not replicate an existing event, activity, service or product</li> <li>g) provide interpretation of the cultural heritage significance of at least one State Registered place (or place on the Heritage Council's assessment program)</li> <li>h) demonstrate collaboration with other individuals or organisations in delivery of the event, activity or project and</li> <li>i) consider significant heritage elements in project design, delivery and key messages</li> <li>j) interested groups and relevant stakeholders have been consulted or consultation forms a part of the current application</li> </ul>

## Ineligible projects

Tasks that are ineligible and shouldn't be included in grant applications include:

- administrative costs
- tasks that have commenced prior to the execution of a grant agreement
- general maintenance (not heritage specific, e.g. clearing of an existing trail, removal of graffiti, cleaning of plaques/monuments/memorials)
- development of a commercial brand
- commercial product development or sales
- purchase or long-term (ongoing outside term of grant agreement) lease of assets including equipment, land or buildings
- funding of ongoing salaries, positions of employment
- conservation works (unless works are undertaken as part of a project providing a hands-on conservation training course/ event)

- projects that replicate an existing event, activity, service or product receiving assistance under the program
- subsidies to apply for training
- activities or events held in a heritage place that do not otherwise promote heritage conservation or interpretation.

## THINGS TO CONSIDER

- Does my project meet all of the required criteria for the program stream I want to apply for?
- Will I be able to demonstrate my project meets the criteria?
- Are any elements of my project listed as Ineligible projects under the stream I want to apply for?



Underneath Overlooked, Bonded and Resilient - research and exhibition by Penny Bovell and Gabrielle Howlett. 2020-2021 CHG recipient (image: Yvone Doherty)

## 6 Assessing applications

All eligible applications received under both grant streams are assessed against the following to ensure they are consistent with the objectives of the program:

- demonstrates best practice heritage outcomes, with priority given to longer-term, high-quality heritage projects and outcomes
- demonstrates consistency with [Burra Charter](#) principles
- demonstrates consistency with current [Heritage Council policies and guidelines](#)
- demonstrates sound understanding of the cultural heritage significance of the place, including relevance and applicability to the Statement of Significance
- demonstrates capacity and commitment to deliver the project in a timely manner using suitable qualified heritage professionals and consultants
- demonstrates value for money
- demonstrates compliance with previous grant agreements where applicable.

### 6.1 State Heritage Grants (SHG)

Applications under the SHG stream will also be assessed against the below outcomes:

- constitutes urgent or essential works to conserve, preserve or stabilise significant fabric or values, with priority given to urgent works to address 'at risk' elements
- demonstrates use or application of traditional trade skills
- demonstrates cause, effect and solution
- demonstrates future management of the place.

#### 6.1.1 Major Conservation Projects

In addition to the above, applications to the Major Conservation Projects category are required to demonstrate strong outcomes in one or more of the below areas:

- A. The project re-activates a heritage place, or contributes significantly to its future reactivation for the purposes of heritage tourism, public benefit and enjoyment.
- B. The project demonstrates a proactive response to natural disaster mitigation.
- C. The project supports economic recovery and job creation at the local or State level.

If an application is made to the Major Conservation Projects category, but is not deemed to meet the criteria or is unsuccessful, it may be awarded funding under the State Heritage Grants stream. Projects that are assessed to not meet the Major Conservation Projects criteria will not be eligible for the higher funding cap offered under this category.

## 6.2 Community Heritage Grants (CHG)

Applications under the CHG stream will also be assessed against the following:

- demonstrates a clear and measurable community benefit
- demonstrates capacity and commitment to deliver project in a timely manner using suitable qualified Heritage professionals and consultants
- demonstrates a wide community reach
- demonstrates active community engagement
- demonstrates a new service, product or event
- demonstrates engagement with local community, volunteers and trades during project delivery
- demonstrates the facilitation of heritage education, tourism, public benefit and enjoyment.

Applications under the CHG stream will be prioritised if they:

- promote economic recovery following COVID-19, particularly in regional areas
- provide paid or voluntary employment opportunities
- demonstrate community capacity building, including the use of new or existing partnerships.
- promote historic heritage in a primary, secondary, tertiary or vocational education setting.

## 7 Funding available

A total of \$1,221,000 has been allocated to the Heritage Grants Program in the 2020/21 State Budget. Funding will be shared between successful applicants of both program streams.

### Stream 1: State Heritage Grants (SHG)

Discretionary grants of up to \$40,000 (ex GST) are offered for conservation works projects and up to \$10,000 (ex GST) for non-works projects, on a dollar-for-dollar (50:50) basis.

Where an application for a conservation management planning document for a place on the Heritage Council's assessment program is successful, the funding will be offered on an 80:20 (Grantor:Grantee) basis.

No in-kind contributions will be considered under the State Heritage Grants stream (inclusive of applications to the Major Conservation Projects category). Tasks undertaken free of charge or by the applicant, or materials that were received at no financial cost are considered in-kind contributions.

A reduced owner's contribution (less than 50 per cent) may be considered where evidence of financial hardship can be demonstrated.

### Major Conservation projects

Funding of up to \$100,000 ex GST, on a dollar-for-dollar basis, may be granted for projects that address the Major Conservation Projects criteria (section 6.1.1 above). The award of higher funding is discretionary. No financial hardship considerations will be considered.

## Stream 2: Community Heritage Grants (CHG)

Matched funding up to \$20,000 is offered per complete project. The minimum funding to any one project is \$1,000. All grants paid will be 'grossed up' by 10 per cent to account for the recipient's GST liabilities and thereby provide the net level of benefit intended. This grossing-up will apply irrespective of the GST registration status of any individual grantee.

Matched funding may be met with in-kind contributions, where these can be substantiated and are in line with generally accepted rates. All in-kind contributions must be outlined as such on your application form and must be eligible tasks under the CHG program stream.

## 8 Heritage Professionals and Consultants

All projects must employ a heritage consultant or heritage professional as applicable to the project. The intent of this is to ensure funding provided under the program is utilised in accordance with best practice, and heritage outcomes are maximised. Fees for consultants and professionals should be included in your application.

Projects that involve physical work to a State Registered Heritage Place, either conservation work or the installation of interpretation, must employ a heritage professional. Heritage professionals are required to provide updates on the progress of the project. Projects that do not involve physical outputs, such as the preparation of documentation or interpretive material, must be guided by a 'heritage consultant'. The criteria for professionals and consultants as defined by the program are outlined below:

Heritage professionals must meet **all the below criteria**, to the satisfaction of the Department:

- a) member of Australia International Council of Monuments and Sites (ICOMOS)
- b) able to provide several examples of projects where the consultant provided the majority of heritage conservation services to the project
- c) is registered as one of the following:
  - registered Practising Architect or registered Architectural Corporation
  - structural engineer
  - archaeologist
  - chartered surveyor
- d) demonstrated willingness and ability to practice within the terms of the Burra Charter.

Heritage consultants must meet one or more of the below criteria, to the satisfaction of the Department:

- (a) qualified professional (e.g Bachelor or Masters of Architecture, Bachelor of Arts (History), ect) with considerable professional experience
- (b) experienced in projects of a similar nature and scope and able to provide examples if requested
- (c) willing and able to practice within the terms of the Burra Charter
- (d) able to follow the Heritage Council's briefs when preparing conservation management planning documents
- (e) member of Australia International Council on Monuments and Sites (ICOMOS).

An exemption to the requirement of a heritage professional or consultant may apply if the total project value is lower than \$10,000, and the project has already been advised by a heritage professional/ consultant or demonstrates that it is in alignment with best practice principles.

## 9 Contractors

Applicants are responsible for ensuring that the contractors selected for works projects have demonstrable expertise and experience in delivering heritage conservations works projects in accordance with best practice standards. The use of contractors that have traditional trade skills is encouraged, and may be deemed necessary, at the discretion of the Heritage Council, for certain conservation works.

The Heritage Council's InContact database may provide assistance when selecting contractors. Businesses listed in InContact are not endorsed by the Heritage Council or the Department and applicants must make their own assessment when selecting a business or individual to carry out work. Contractors and trades that are not listed on InContact may also be suitable where relevant and applicable experience can be demonstrated and endorsed by reference.

The InContact database can be found here: <http://incontact.stateheritage.wa.gov.au/>

Applicants are advised to ensure contractors are licensed to undertake the work, carry valid insurance and the work is covered by a standard building contract. Consultants should only be appointed when applicants are satisfied they can provide the required services.

### THINGS TO CONSIDER

- Will my project involve any physical work?
- Have I seen relevant examples of work undertaken by the heritage consultant/professional or contractors?
- Do I have evidence that the heritage consultant/professional or contractors? has the capability to undertake my project?
- Does the heritage consultant and/or contactor have the relevant professional qualifications, memberships and experience?
- Do I have references from previous clients of the heritage consultant/professional or contractors? that support their capabilities?

## 10 Grant agreements

All successful applicants are required to enter into a grant agreement with the Heritage Council in order to accept the grant award. The grant agreement sets out the terms and conditions applicable to the grant and defines the roles and responsibilities of grantor and grantee.

**Both parties** must sign the grant agreement before any funding can be released. Any work undertaken prior to the execution of the agreement by both parties is not claimable.

## 11 Development approvals and permits

Projects undertaken in the program are not exempt from statutory approvals or permits usually required of the project being undertaken.

For physical works projects, development approvals and building permits may apply. An approved grant agreement does not preclude the requirements for development approval. More information on the Heritage Council's development approval process can be on the Department's website.

If you are unsure if your project requires development approval, contact your local government to discuss the works.

### THINGS TO CONSIDER

- Will my project require development approval?
- Will my project require a building permit?
- Have I spoken with my local government to discuss relevant approvals or permits required?
- Have I considered the timeframes for obtaining the approvals I need into the delivery time for my project?

## 12 Project timing

All projects and events must be completed within 12 months from the execution of the grant agreement. Pending applicant acceptance, grant agreements are expected to be executed in May 2022. Applicants should carefully consider their ability to complete projects within this timeframe prior to applying for the program.

Projects are required to generally follow the below timeline, with the exception of events. Project timelines must be agreed to prior to the execution of the grant agreement. Variations may be considered during the project delivery where both the applicant and the grantor agree to a revised timeframe.

### STAGE 1

Evidence of development approval (if applicable) is submitted to the Department

Three months after letter of award

### STAGE 2

The applicant is required to submit a progress report or draft conservation management document

Six months after letter of award

### STAGE 3

The applicant is required to submit a final progress report and evidence of project completion

Nine months after letter of award

## THINGS TO CONSIDER

- What could potentially impact the timing of my project?
- What are the risks associated with project delivery?
- Will I be able to complete my project within a year of signing a Grant Agreement?

## 13 Applying for a grant

To submit an application to the program you must complete the published application form in full and submit all required attachments. Applications must be received by the Department on or before the advertised closing date and time.

If you have any queries about the program or require assistance preparing your application, please contact the Senior Heritage Grants Administrator via 6551 8002 or [HCWAincentives@dplh.wa.gov.au](mailto:HCWAincentives@dplh.wa.gov.au).

**Applications should be submitted** to [HCWAincentives@dplh.wa.gov.au](mailto:HCWAincentives@dplh.wa.gov.au), or can be submitted via post or in person to the below address. Postal submissions should be clearly addressed to the Senior Heritage Grants Administrator.

Department of Planning,  
Lands and Heritage  
Locked Bag 2506  
Perth WA 6001

### Contact:

Senior Heritage Grants Administrator  
[HCWAincentives@dplh.wa.gov.au](mailto:HCWAincentives@dplh.wa.gov.au)  
6551 8002

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

#### Disclaimer

This document has been produced by the Department of Planning, Lands and Heritage on behalf of the Heritage Council of Western Australia. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

© State of Western Australia

Published by the  
Heritage Council  
Gordon Stephenson House  
140 William Street  
Perth WA 6000  
Locked Bag 2506

Perth WA 6001

Published September 2021  
website: [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
email: [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au)  
tel: 08 6551 8002  
fax: 08 6551 9001

National Relay Service: 13 36 77

The Department of Planning, Lands and Heritage owns all photography in this document unless otherwise stated.

This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.