

BEFORE YOU APPLY

Please confirm you meet the eligibility requirements of the program by completing the below eligibility checklist. By applying it is expected that you have read and understood the Heritage Grants Program Guidelines 2021-22 available on the Department of Planning, Lands and Heritage's [website](#).

THE APPLICATION IS FOR:

- ☐ an event or activity that celebrates a State Registered place and/or promotes heritage conservation across a region or sector (category 1 – Community Engagement)
- OR
- ☐ an Interpretation Plan or for the implementation of an established Interpretation Plan (category 2 – Interpretation)

THE APPLICANT:

- ☐ is an incorporated not-for-profit organisation (registered with the ACNC), business (including individuals/sole traders with a valid ABN) or WA local government authority
- ☐ is able to provide dollar-for-dollar funding towards the project or match funding with in-kind contributions
- ☐ is not an Australian or State Government entity or other affiliated body

THE PROJECT OR ACTIVITY:

- ☐ is covered by business, professional indemnity, public liability or comprehensive building insurance (as applicable to the project)
- ☐ will be guided by an appropriate heritage professional or consultant (as applicable to the project)
- ☐ does not relate to an active project under a previous Heritage Grants Program round

It is recommended that you contact the Department of Planning, Lands and Heritage to discuss your project before you submit a grant application.

IMPORTANT INFORMATION

The application form should be read in conjunction with the Heritage Grants Program 2021-22 guidelines published on the Department of Planning, Lands and Heritage's website. Applications to the program will only be accepted for projects that conserve or document a place that is listed on the State Register of Heritage Places (the Register), or promote heritage conservation. You can check which places are in the Register at <http://inherit.stateheritage.wa.gov.au>.

Projects require the guidance of a suitably qualified heritage professional or consultant. See the program guidelines for more information. Professional or consultant fees should be included in your application.

If the project involves work to a place and you are not the property owner, you must provide a copy of the lease or a letter of support from the owners granting you permission to apply on their behalf. Funds requested must be supported by quotations, a minimum of two quotes per project task should be provided. A range of tasks do not attract funding under the Community Heritage Grants stream, for example:

- projects or events that have commenced prior to the signing of a grant agreement
- projects that replicate existing events, activities, services or products receiving assistance
- events that are held in a heritage place but do not otherwise promote heritage conservation or interpretation
- conservation works that do not involve a hands-on training or education event.

For the full list of ineligible tasks, please visit the [Heritage Councils Grants Program website](#).

For more information, please contact us on 6551 8002 or email HCWAincentives@dplh.wa.gov.au.

PROPERTY AND APPLICANT DETAILS

APPLICATIONS CLOSE 4PM FRIDAY 10 DECEMBER 2021

LATE APPLICATIONS WILL NOT BE ACCEPTED

THE PROPERTY

Place number(s):

Place name(s):


Is the place or one of the places included in the project on the State Register? Yes ☐ No ☐

Property address:

Current property owner:

Does the project involve work to a place? Yes ☐ No ☐

If yes, can you provide evidence the owner supports the project? Yes ☐ No ☐

 Attach a copy of the lease (If the applicant is a lessee, a letter from the owners acknowledging the grant application and proposed project needs to be attached)

THE APPLICANT

Applicant name:

Applicant type: ☐ Not-for-profit organisation
☐ Business/sole trader with register ABN
☐ Local government authority
GST registered entity Yes ☐ No ☐

Trading name:

ABN (if applicable):

Postal address:

Suburb:

Postcode:

Email:

Telephone:

Mobile:

PROJECT SUMMARY

Which category are you applying to?

☐ Category 1: Community Engagement

☐ Category 2: Interpretation

Is there an existing Interpretation Plan for the place? Yes ☐ No ☐

Date of publication

Is the project supported by another guiding document such as a masterplan or project plan? Yes ☐ No ☐

If yes, please describe below and attach to your application.

Has the project been informed by any other professional advice? Please outline.

Name of nominated heritage professional
or consultant (see program Guidelines)

Qualification or industry of nominated
professional or consultant
(eg. Architect, qualified Historian)

Please describe the project you wish to undertake:


Please describe how your project meets the following criteria
(all projects must meet at least one of the following criteria):

- ☐ Celebrate the cultural heritage significance of at least one State Registered Heritage Place
- ☐ Educate the community on the importance, identification and conservation of historic heritage places
- ☐ (STREAM 1 ONLY) Provide advice, training or support to custodians of local and State heritage places and promote best practice in line with applicable Heritage Council policies and the Burra Charter

How much funding is being requested for this project?

Please provide a detailed description of the activities/tasks you wish to undertake for this project:

Heritage professional or consultant fees should be included as a task below as applicable

 attach images where applicable to the project. One photo of the exterior of the building(s) or place must also be provided. This needs to be a high resolution image that could be used for publicity on our website.

	Task description	Preferred quote (required)		Alternative quote 1 (required)		Alternative quote 2		In-kind contribution
		Supplier name	Amount (Inc GST)	Supplier name	Amount (Inc GST)	Supplier name	Amount (Inc GST)	
1								<input type="checkbox"/> Yes <input type="checkbox"/> No
2								<input type="checkbox"/> Yes <input type="checkbox"/> No
3								<input type="checkbox"/> Yes <input type="checkbox"/> No
4								<input type="checkbox"/> Yes <input type="checkbox"/> No
5								<input type="checkbox"/> Yes <input type="checkbox"/> No
6								<input type="checkbox"/> Yes <input type="checkbox"/> No
7								<input type="checkbox"/> Yes <input type="checkbox"/> No
8								<input type="checkbox"/> Yes <input type="checkbox"/> No
		TOTAL		TOTAL (1)		TOTAL (2)		
		Funding request* (50%)		* Maximum funding request should not exceed \$20,000. All funding is offered on a dollar-for-dollar basis and must be matched with monetary or in-kind contributions. In-kind contributions must be eligible project tasks and be listed in the above table. A minimum of 2 quotes should be provided for all tasks.				

GENERAL PROJECT QUESTIONS

How does the project relate to one or more of the below strategic objectives of the Heritage Council?

Key Objective 2 *"Western Australia's heritage places are conserved through sound heritage practice and harmonious development, and their full potential is realised."*

Key Objective 3 *"The importance of heritage places to Western Australia's identity and quality of life is understood and appreciated."*

How will your contribution to the project be met? Tick any that apply.

- ☐ Private funding/personal savings
- ☐ Business/personal loan
- ☐ Fundraising activities
- ☐ Other grants (please give detail of any grants already awarded or that you have applied for or intend on applying for)

If this application is unsuccessful, how would the project be funded?

Is there any relationship between the applicant and any of the contractors or consultants who have provided quotes?

Yes ☐ (please provide details below) No ☐

PROJECT PLANNING

Is this project part of a larger project? If there is a bigger picture project, please detail below.

(As a guide, outline relevant projects or tasks that have been undertaken in the past 12 months, or that you are planning to undertake following the completion of this project).

What community outcomes will be achieved through undertaking the project?

Who will this project impact? (who is your target audience? Students, tourists, local community?)

What are the project outputs?

(i.e training program, an audio-visual interpretive system, a two day heritage skills workshop, a heritage trail app)

How will your target audience experience or access the interpretation/education once the project is complete?

Please identify relevant stakeholders below. Have you consulted with relevant stakeholders or will stakeholder engagement form a part of the project?

How will the project be monitored to see if the objectives are achieved?

Give examples of how you will measure the success of the project.

What are the risks associated with undertaking the project?

Please outline the potential risks below and describe how these will be managed.

Is there any additional information you would like to provide?

APPLICATION ATTACHMENT CHECKLIST:

Please ensure all pages are complete and you attach the below documents to your application when making your submission:

- ☐ Current certificate of title, latest rates notice or copy of lease and owners approval (if applicable)
- ☐ A copy of current business, professional indemnity, public liability or comprehensive building insurance as applicable to the project
- ☐ One high resolution photo of the exterior of the place(s) to be used for publicity (if applicable)
- ☐ Copies of quotations for all tasks
- ☐ Copy of quotation for heritage professional or consultant fee as applicable to the project
- ☐ Labelled images of subject areas for interpretive installation (if applicable)
- ☐ Images or existing heritage interpretation (if applicable)
- ☐ Copy of Development Approval if approval has been granted (if applicable)

SUBMISSION

APPLICATIONS CLOSE 12 NOON FRIDAY 10 DECEMBER 2021

LATE APPLICATIONS WILL NOT BE ACCEPTED

APPLICANT'S ACKNOWLEDGEMENT

All information provided is true and correct to the best of my knowledge, and I understand that any omission or false statement may result in the rejection of the application, withholding of grant funding or termination of the Grant Agreement.

I acknowledge that the Heritage Council of Western Australia or its representatives may check any of the information contained in this application and agree to provide any additional information they may request in order to assist with application assessment.

I understand that this is an application only and in no way guarantees funding under the Heritage Grants Program.

I acknowledge that successful applicants are required to engage a suitably qualified heritage professional or consultant, as applicable to the project and enter into a Grant Agreement.

If I am successful, I agree to acknowledge the funding assistance received for the project or activity in an appropriate manner (to be approved in writing by the Grantor)

I am aware that I may need to seek approval from the local government authority before undertaking any works or erecting signage at the property.

I understand that if successful, details of this grant will be made public and are subject to disclosure under the *Freedom of Information Act 1992*.

I grant to the Heritage Council of Western Australia, a perpetual, non-exclusive licence to display, copy or publish in print or electronic format, all photographs submitted and declare that the photographs are my work or I have full authority to grant such a licence.

I understand that any quotes provided by a person or company that has a direct relationship with the applicant must be fully disclosed at the time of application. I acknowledge that further quotes may be required and the application may be excluded if this disclosure is not provided.



Signature:

APPLICATION SUBMITTED BY:

Name:

Position:

Organisation:

Date:

Please ensure all questions have been answered and all attachments are provided.

SUBMIT YOUR APPLICATION BY 4PM FRIDAY 10 DECEMBER 2021:

Post to: Heritage Grants Program
Department of Planning, Lands and Heritage
Locked Bag 2506
Perth WA 6001

Deliver to: Department of Planning, Lands and Heritage
Gordon Stephenson House
Level 2 Reception, 140 William Street Perth

Email to: HCWAincentives@dplh.wa.gov.au