



Preserve, Promote and Protect Our Aboriginal Sites Grant Program – Guidelines for Applicants

The Preserve, Promote and Protect Our Aboriginal Sites Grant Program (the Program) was established to support Aboriginal people to protect, preserve and promote important heritage sites by providing grants of up to \$50,000 exclusive of GST to Aboriginal not-for-profit organisations through an annual competitive application process.

The State Government values the contribution that the Aboriginal community makes to managing Aboriginal heritage sites and is committed to providing advice and support to promote knowledge and understanding of Western Australia's unique Aboriginal heritage.

IMPORTANT INFORMATION

Funding

Applicants can apply for a maximum of \$50,000 exclusive of GST per application and may submit as many applications as they wish.

Who can apply

Only incorporated not-for-profit Aboriginal organisations are eligible to apply. Individuals and government agencies (Local, State and Federal) are not eligible for grant funding through this program.

Joint submissions with other eligible organisations can be made, however, a single eligible Aboriginal organisation must be listed as the applicant, with the other organisation(s) listed in the Project Details section of the Application Form. For example, an organisation that is not confident that it can manage any resultant grant may wish to partner with an organisation that will manage the financial aspects of the project (auspicing body). The auspicing body must agree to receive the funds and to administer the grant in accordance with the terms and conditions of the signed agreement.

Please note that both the applicant and the auspicing body are considered responsible for the grant and will be deemed ineligible for future applications until all grants have been acquitted.

Eligible projects

Grant applications will only be accepted for projects associated with registered Aboriginal Cultural Heritage sites (on the Register of Places and Objects). You can check which sites are registered using the Aboriginal Cultural Heritage Inquiry System.

Your project should primarily include on-the-ground physical works which will protect or preserve specific registered sites. This could be activities such as installing fences or signage, removing graffiti, site clean-up etc. Developing management plans or collecting heritage information can be included in your application, however, these activities should not be the primary objectives of the project.

A percentage of grant funding can be used to engage consultants if it can be demonstrated that this is necessary for the project to achieve successful Aboriginal Heritage outcomes. We highly recommend that you discuss your project with the grants team at the Department prior to submitting your application

Heritage Grants Officer
Department of Planning, Lands and Heritage.
Phone enquiries: (08) 6551 8000
Email enquiries: HeritageGrants@dplh.wa.gov.au

Ineligible projects

Grant applications will not be accepted for the following activities:

- Projects related to places that are not registered Aboriginal sites
- Projects that do not have the support of the local Aboriginal community
- Projects that do not have landowner or lease holder support
- **Projects where the applicant has an existing grant that is overdue for acquittal**
- Previously completed projects or retrospective requests
- Projects that duplicate or repeat existing heritage services or products
- Projects where the funding is not primarily for on-ground physical works
- Ongoing funded employee positions and in-house project management by salaried officers as either voluntary or cash contributions
- University projects or a project undertaken as part of a unit while acquiring a university degree.
- New buildings, purchase of heritage buildings, relocation of buildings or work to relocate buildings.
- Ongoing operating costs and routine maintenance, such as lawn mowing.

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Heritage sites

If you are seeking funding for a project that is associated with Aboriginal Cultural heritage places that are not Registered sites or on the Register, you can submit information requesting it be registered as a site by using the online ACHknowledge Portal.

If information about a heritage site is lodged with the Department and becomes Registered, you can apply for funding through the Program in future years. It can take more than six months to comprehensively review a heritage place for assessment. For this reason, you should provide information about a possible site now to ensure eligibility for future funding rounds.

More information about reporting sites is available through the [Department's website](#). You can also contact the Department on (08) 6551 8000.

Applications will be assessed against the following criteria

1. The application has met these guidelines.
2. Sustainable long-term heritage benefits.
3. Public benefit and increased awareness of Aboriginal heritage.
4. Opportunities and benefits for Aboriginal people and organisations.

Before submitting an application:

- You may discuss your proposed application with the grants team at the Department if this will assist with your application.
- Ensure that your budget is adequate and your milestones achievable.
- Contact all landowners/holders and gain written confirmation that they support the project.
- Contact the Native Title Prescribed Body Corporate, ILUA group or registered Native Title claimants where these exist, and seek written confirmation that they support the project.
- Ensure that your application is complete with all attachments.

Assessing your application

- Applicants must complete an application form and answer all questions. Your application will be scored and ranked based on the responses to the questions.
- We may contact you to discuss your project or request additional information.
- We will respect your privacy and will only use this information in relation to your project application.

Successful and unsuccessful applications

- Successful and unsuccessful applicants will be

advised of the final outcome of their application in writing.

- Successful applicants will be required to enter into a Grant Agreement for the funds to be released. A template Grant Agreement is available on the Department's [website](#). Please consider the terms of the agreement and the requirements as outlined in this form before making an application.
- Where the Department considers it necessary, additional conditions of the Grant Agreement specific to your project may be included.
- Grants are made at the absolute discretion of the Department, who reserves the right to offer funding for projects that may not fully meet the program selection criteria.
- The Department is not required to offer the full amount of funding requested by the applicant. If a reduced funding amount is offered, the Department will explain the reasons for the reduced offer and which activities are the subject of the grant funding.

Reporting and Acquittal

- Successful applicants are required to report on project progress every 6 months until the project is complete. This interim report is submitted using a one-page template that the Department will provide to you.
- At the end of your project, you must submit a final report to demonstrate that your project has been completed in line with the approved application and that funding has been spent accountably. The Department will provide you with a template for the final report.
- The final report must be accompanied by a financial statement.

Project timing and claiming of funds

- Successful applicants must execute the grant agreement and provide finance details for the grant payment within four weeks of being notified that their application is successful.
- A standard Grant Agreement will expire 12 months after it is executed by both parties.
- Funds are released once the Grant Agreement has been executed by both parties.

Submitting your application

- The Department prefers applications to be submitted via email.
- The Department will acknowledge your application within five business days of receipt.
- Applications must be received by the closing date and time specified on the application form. Incomplete or late applications may not be accepted.



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Applicant details

The Applicant is the entity that will be awarded the grant, be responsible for the project and required to submit the acquittal report. The application contact person will be contacted by the Department on all matters related to the grant.

GST

If you are unsure about your GST registration status or whether GST is applicable in your circumstances, please contact your taxation accountant or the Australian Taxation Office.

Project area

To assist the assessment panel to understand your project location, you should provide the details of all land parcels you will access for the project. The Department will use this information to map your project area. If you have shapefiles or coordinates of the project area (GDA94 referenced is preferred) please attach these to your application.

If you are unsure of the land parcels associated with your project, please contact the [Grants Team](#) for assistance to identify them.

Documented evidence of support

For each land parcel you must demonstrate that the landowner or landholder supports the project and will allow access to those land parcels for the purpose of the project activities.

If your project area is within an area with determined Native Title, or a Native Title claim, you must seek support from the appropriate Prescribed Body Corporate for the project activities.

Please attach documented evidence of the above support to your application. This can be in the form of a letter or an email from the relevant party.

If you have attempted to gain support from a Prescribed Body Corporate or landowner/landholder but have not been successful, please contact the Department's grants team before submitting your application and provide details of the steps you have taken and the current situation in your application.

Project details

This is the section that the assessment panel will review when considering your funding application so you should make sure you clearly explain the project and its expected outcomes and benefits.

It is important that you answer all of the questions for the assessment criteria and provide explanations for your responses in the boxes provided. This is your opportunity to convince the assessment panel that your project should be funded!

If you have photographs which help demonstrate the need for your project, you can attach them to your application.

Budget

Please include all items you are seeking funding for in an itemised budget which should include enough detail to understand what the funding is for.

If you are including items such as fees for people's time or consultation activities, please provide details of how you have calculated the amount, such as the number of people to be paid and how much time they are to be paid for.

If this application is for funding which contributes to a larger project you can attach a more comprehensive budget for the whole project; however, it should be very clear which activities you are seeking funding for through this program.

Project schedule

Please include milestones for activities throughout the project that you will be able to report against at the end of your project. Milestones should be outcomes which can be measured, for example completion of a consultation process with an outcome or recommendation, development and establishment of a plan, installation of a sign or fence, or a field trip to complete the activity. You may include as many milestones as are needed for your project but should include at least three.

Please include expected completion dates for your project, for example, March 2025 or October-December 2025. You should not use vague time frames such as ASAP or during 2025.

Acknowledgement

Please ensure that the acknowledgement section is signed by the applicant/s

