



**ACT**  
Government

# ACT Heritage Grants Program

Guidelines for Applications  
2024–2025



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The ACT Government acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

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**Telephone:** 02 6207 1923 **Website:** [www.environment.act.gov.au](http://www.environment.act.gov.au)

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Environment, Planning and Sustainable Development Directorate

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FRONT COVER: Boomerang and clapsticks

Revised January 2024



IMAGE: Friends of Manuka Pool

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# The ACT Heritage Grants Program

The ACT Heritage Grants Program (the Program) is an annual ACT Government funded Program administered by ACT Heritage in the Environment, Planning and Sustainable Development Directorate (EPSDD). The Program was established by the ACT Government on behalf of the Minister for Heritage to assist the community to conserve and promote the heritage of the ACT.

These guidelines contain information on the Program and how to apply. Electronic copies of the application form are available from the [EPSDD website](#) or by contacting ACT Heritage on 13 22 81.

## Who can apply?

Individuals, community groups, and incorporated non-profit or private organisations may apply for a grant. Applicants do not need to be residents of the ACT, but the project must focus on the heritage of the ACT and be of benefit to its community. Community organisations may apply as project partners with ACT Government agencies.

IMAGE: Benjamin House - Roger Benjamin

# Funding priorities for 2024–2025

## ACT Heritage Register

Conservation works that enable the continued preservation, protection, use and access to places and objects registered on the ACT Heritage Register.

You can apply for funding towards:

- works to enable activation and community enjoyment of a registered heritage place or object;
- major physical conservation works for registered buildings and individually identified residential dwellings. Examples are roof replacements, structural repair, reinstatement of original features such as exterior render, front facades, or timber windows visible from the street;
- landscape elements that are significant features of the registered place; or
- conservation treatments for registered objects.

The funding amount applied for must be matched by the applicant. In-kind support such as project management, labour or materials may form part of the financial contribution.

Applicants are required to submit more than one quote for proposed works.

Funding is not available for works covered by insurance, construction of or purchase of new buildings, additions, refurbishments, operational costs, relocation, or purchase of equipment.

ACT Government access to the property may be required following receipt of the grant application, and following completion of any funded works, to assess the physical condition of the heritage place or object. If requested, access to ACT Government staff or contractors is to be provided within twenty (20) working days.

## Conservation Management Plans for registered places and objects, and Aboriginal places and objects.

You can apply for funding towards development and approval of a Conservation Management Plan (CMP):

- for places and objects that do not have an existing CMP approved by the ACT Heritage Council, or
- to update a CMP more than five years old.

Funding towards developing/updating a CMP will be prioritised over physical conservation works unless urgency is demonstrated.

CMPs must be prepared in accordance with the Heritage Act and ACT Heritage Council policy requirements

CMP application fees are available on the [ACT Heritage website](#). The funding amount applied for must be matched by the applicant. In-kind support such as project management may form part of the financial contribution.

Applicants are required to submit more than one quote for CMP preparation and must:

- provide a detailed breakdown of the scope of works and fees;
- clearly state any inclusions, exclusions and assumptions; and
- allow in the budget for revisions to the CMP in response to Heritage Council advice.

## Community Participation

Projects that actively engage people in understanding, celebrating and promoting heritage places and objects through education (of all ages), oral histories, tourism, digitisation, interpretation and events.

- Projects that enable community participation in the identification, conservation, interpretation and promotion of heritage in the ACT e.g. events aimed at young people, or events in the annual Canberra & Region Heritage Festival.
- Projects that facilitate the digitisation of collections to preservation standards, outsourced to a professional digitisation company.
- To meet accessibility standards, videos and audios developed for inclusion in the Canberra Tracks App and website must be accompanied by a transcript and, for videos, captioning.

Generally, funded projects have some financial or in-kind contribution by applicants as a demonstration of their commitment to the project. In-kind support may be in the form of project management, labour or materials.

Interpretive signage must use the approved ACT Government Canberra Tracks signage template. For further information, visit [Canberra Tracks](#).

## Oral Histories

You are strongly advised to discuss your project with the ACT Heritage Library prior to application.

Oral history applications must include:

- a list of potential interviewees
- a brief biography on why their story is important to the heritage of the ACT
- confirmation that verbal agreement has been given by the interviewee(s)
- a quote from an oral historian for research, conduct of interview and provision of timed summary or transcriptions of each interview.

Digitisation of magnetic media (such as audio cassette tapes, reel to reel, VHS etc) must include permissions or evidence of a reasonably diligent search to obtain permissions.

Professional recording equipment is available for loan from the ACT Heritage Library.

Costings must include deposit of copies in the following formats on a non-returnable, unused portable hard drive/usb to the ACT Heritage Library, as well as for storage by the applicant:

- Audio recordings must be recorded in or digitised to .wav format. Access copies must be provided in MP3 format.
- Audio-visual recordings must be recorded in or digitised to jpg200 format. Access copies must be provided in MP4 format.

## Aboriginal Heritage

Aboriginal projects initiated by or involving local Aboriginal communities in cultural heritage activities.

**Applications for projects with Aboriginal heritage content must include evidence of how all Representative Aboriginal Organisations (RAOs) have been given an opportunity to provide input into the concept of the project (e.g. email correspondence with RAOs). Further evidence of consultation with key stakeholders or knowledge holders in the broader Aboriginal community regarding the concept of the project may also be included where it is relevant to the application.**

Generally, funded projects have some financial or in-kind contribution by applicants as a demonstration of their commitment to the project. In-kind support may be in the form of project management, labour or materials.

Please refer to the [Australian Heritage Commission Guidelines \(2002\) Ask First: a guide to respecting Indigenous heritage places and values](#).

Contact ACT Heritage on 13 22 81 to discuss consultation as required. For RAO contact details please refer to the [ACT Heritage website](#).

## Partnerships

Projects that provide partnership opportunities between community organisations and ACT Government agencies.

In the case of an ACT Government managed asset or place, community organisations must apply as project partners with ACT Government agencies and will be expected to provide a significant volunteer/in-kind contribution, which may include project management. The ACT Government agency will be expected to match the amount of funding applied for and provide written confirmation of this. This contribution may be in the form of cash, hours or materials. One organisation (community or ACT government) must manage the project i.e. take responsibility for project accountability and reporting requirements.

## Diversity

Projects that reflect the Territory's diversity and equality. Documenting and recording the histories of women and Indigenous, multicultural, disability and LGBTQIA+ communities of the ACT.

Recognition and celebration of these stories will help make our society more inclusive as we acknowledge the richness our diverse heritage brings to our present and future.

## What the program does not fund

- Any applicant who has an overdue unacquitted grant through the Program. Applicants intending to apply for a grant through the 2024–2025 Program should ensure that any overdue grant has been acquitted by the closing date of Sunday 21 April 2024.
- Any applicant who does not provide an Australian Business Number (ABN) or a 'Statement by Supplier' from the Australian Taxation Office declaring why they have not provided an ABN.
- Projects where the item is an ACT Government general operation or core business.
- Activities to assist with day-to-day operational expenses, i.e. activities that are primarily the responsibility of you/ your organisation, other ACT Government agencies or other external organisations.
- Projects without the written support of the project partner, or the owner(s)/property manager(s) of the heritage place or object where this can be identified.
- Projects that duplicate or repeat existing services, products or projects.
- A fee to cover annual general public liability insurance for an organisation. Public liability insurance for individuals/community groups specifically to cover the grant period only is eligible.
- Purchase of office equipment, computer hardware/software, tools, photographic/ video equipment.
- Activities related to a course of study or that form part of an assessment at an educational or training institution.
- Applications for retrospective funding or works underway.
- Project launches, prizes and gifts or catering costs for events.
- Any applicant who is a current staff member of ACT Heritage.





- Applications that do not address the assessment criteria, do not provide the required information, or do not comply with the requirements of these Guidelines.
- Any physical works that would diminish the heritage significance of places and objects, or damage Aboriginal places or objects.
- Excessive salaries and/or administrative costs. The Program will only fund salary and administrative expenses that can be demonstrated to relate to the grant project i.e. not to the normal operations of an organisation. These should be based on the relevant industrial award. Please see Fee Guide (back page) for a list of some of the recommended rates.

## How much is available?

The Program has approximately \$230,000 allocated for 2024–2025. A proportion of funding is allocated to the Community Heritage Partnership Projects that provide community services. The Heritage Advisory Service and the annual Canberra & Region Heritage Festival are separately resourced by ACT Heritage.

Information on recently funded projects is available from the [EPSDD website](#).

## Program timetable

Date	Announcement
4 March 2024	Announcement of the 2024–25 ACT Heritage Grants Program
21 April 2024	Applications close
August 2024	Successful grant projects announced
September 2024	Deeds of Agreement signed and projects commence



Previous page: Federation Rocks display, National Rock Garden --Brad Pillans

Left: Hall School Museum & Heritage Centre

Below: Locomotive 1210, Canberra Rail Museum



# Preparing your grant application

Applications must be submitted through the online ‘[Smartygrants](#)’ application. For information on “Accessibility” refer to the inside front cover of this document.

Please complete all the required information on the application form and provide relevant attachments in order to successfully submit the online application. You will be asked to provide the following details:

## Applicant details

Accurate details will allow ACT Heritage to contact you at short notice during the assessment process. Please notify ACT Heritage if any of your details change or if you will be unreachable for any significant period of time.

If you do not have an Australian Business Number (ABN), please attach a ‘Statement by Supplier’ form, which can be downloaded from the [Australian Taxation Office](#) website.

## Project details

### Project title

Propose a project name that is descriptive, but brief. The name should indicate the type of project and the location or final outcome (if relevant).

### Project summary

Provide a summary of the project in 250 words or less.

## 2024–2025 funding priorities

Indicate which priority/priorities your project best meets.

## Outcomes

Describe the outcomes of the project and list all products and activities that will be produced as a result. If funded, this is what must be delivered at the conclusion of the project.

## Why are you proposing this project?

You must describe and demonstrate:

- the aims and objectives of the project; and
- why there is a need for your project and how urgent you consider it.

## Benefit to the heritage of the ACT

You must describe and demonstrate:

- the extent that your project protects, conserves and/or improves access to the heritage values and/or improves engagement or awareness of the heritage values; and
- how your project aligns with Heritage Act 2004 requirements, Conservation Management Plans, ACT Heritage Council policy and best practice heritage conservation as applicable to the place or object.

IMAGE: Rock Valley Homestead, Tidbinbilla





## Capacity, capability and resources

You must describe and demonstrate:

- who you are engaging and what they are doing:
  - » attach the cv of the people engaged for the project;
- your track record, and project partner track record where applicable, to successfully carry out similar projects;
- how you will manage the project, including providing required statutory development or heritage approvals (see table of approvals), budget and risk management; and
- how the project represents good value for money.

## Who is the audience?

Describe the audience for your project:

- think about how you can actively engage a broad demographic of people across the ACT, such as a range of ages and cultures – not just the members of your organisation;
- how will you reach your target audience – a product launch, radio/tv interviews, social media?
- if successful, you should hold an event in the Heritage Festival if appropriate or explain why this is not possible.

## Submission

**Applications must be received by midnight Sunday 21 April 2024.** Enquiries can be made by:

**Phone:** 13 22 81

**Email:** [heritage@act.gov.au](mailto:heritage@act.gov.au), or

**Website:** [environment.act.gov.au/heritage](http://environment.act.gov.au/heritage)



# Project budget

The budget is one of the most important aspects of the application. Applicants must ensure the budget is clear, accurate, realistic, and supported by appropriate documentation where necessary. Significant expenditure items in the budget must include more than one written quote or other appropriate forms of evidence. A fee to cover certification of income and expenditure under the grant by a duly qualified accountant for projects over \$50,000 may be included in the grant amount sought. For applicants who do not hold public liability insurance, the cost of this insurance for the period of the grant may be added to the grant amount sought.

Applications by community organisations for partnership projects with ACT Government agencies must include the amount to be contributed by the ACT Government agency and written confirmation by the agency.

Where the project requires prior heritage or planning approvals, application fees for those approvals must be included in the project budget.

## Permission, project support and approvals

If your project involves other organisations, people or stakeholders, you must provide written confirmation of in-kind and/or financial support or permission to access a heritage site/place from the asset owner/property manager.

For projects that relate to Aboriginal heritage, in-principle support must be provided from Representative Aboriginal Organisations (RAOs) and, where appropriate, the Ngunnawal or broader Aboriginal community.

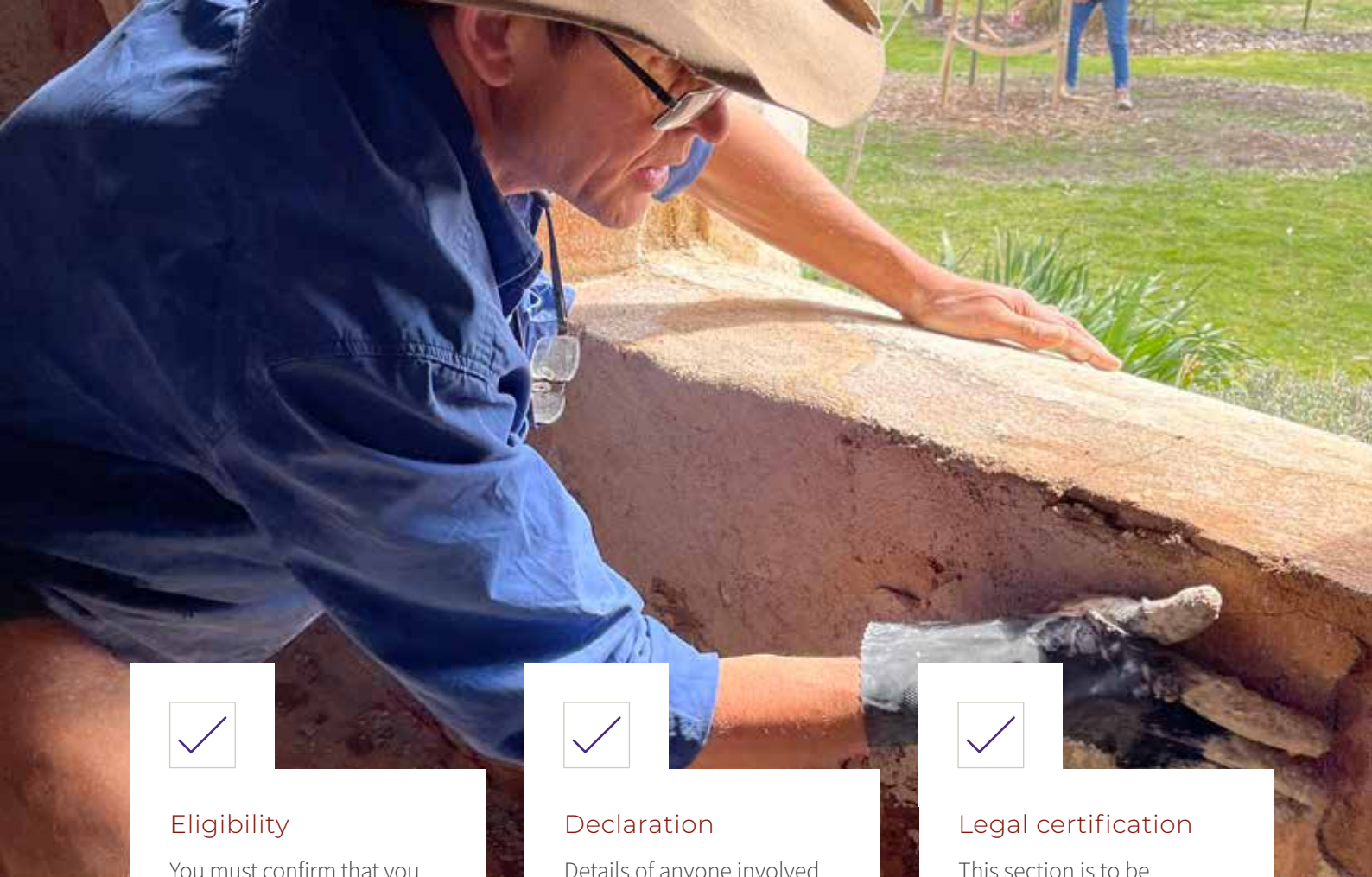
If your project physically impacts on a heritage place or object, formal approvals, permits and costings must be detailed.

## Total funding sought

The grant amount sought must match the amount in the budget sheet. GST will be determined separately, depending on your GST status (see over for GST requirements).

## Insurance

The ACT Government strongly recommends applicants hold appropriate insurances to cover the activities undertaken under the grant, in particular if any aspect of your project is to be undertaken on ACT Government managed assets, places or public land. Under normal circumstances, the appropriate level of insurance is \$20 million for public liability and \$10 million for professional indemnity, unless specified otherwise by the Territory. Professional indemnity insurance is only recommended when a fee is being charged for professional advice related to the Funded Activity. ACT Heritage strongly advises all applicants to seek their own advice regarding insurance.



### Eligibility

You must confirm that you are eligible for funding under the Program by ticking the boxes at the beginning of the application form.



### Declaration

Details of anyone involved in the project who is a current or past employee of ACT Heritage, current or past member of the ACT Heritage Council, or any other potential conflict of interest, must be declared in this section.



### Legal certification

This section is to be completed by the individual applicant, or the relevant authorised officer in your organisation e.g. the chief executive officer, president, director.

Top: Rock Valley Homestead, conservation works, Tidbinbilla

Below left: Bus shelter, Trevor Dickinson

Below middle: Enrico Taglietti tour of Giralang High School

Below right: Well Station Homestead Shearing/Woolclassing Shed



# GST and ABN

## GST requirements

If recipients have any queries regarding the GST aspect of the grant payment, we recommend seeking advice from your tax agent.



IMAGE: Cork Oak Forest, National Arboretum

## If you have an ABN and are GST registered

Successful Grant recipients will be required to provide the ACT Government with a valid tax invoice prior to payment being made. The invoice must provide details of the Grant amount plus the GST amount.

## If you are not GST registered

Successful Grant recipients must provide either an Australian Business Number (ABN) or a 'Statement by a Supplier' form (available from the ATO's website) stating they are not operating/running a commercial business.

# Other grant programs

Please also consider other sources of funding for your project. In some cases applicants may wish to apply to more than one program.

## ACT Environment Grants

ACT Environment Grants provide financial assistance to community-based environmental projects in the ACT.

**Web:** [environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants](https://environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants)

**Contact:** 13 22 81

## ArtsACT Funding Program

artsACT Funding Program offers artists and arts organisations a range of forms of funding assistance to help develop, promote and represent their work.

**Web:** [arts.act.gov.au/funding](https://arts.act.gov.au/funding)

**Contact:** (02) 6207 2384



## Events ACT

The ACT Event Fund has been established as a key mechanism for stimulating and fostering a range of positive economic, social and community outcomes for the Canberra region through the festival and events sector.

**Web:** [events.canberra.com.au/event-organisers/funding-and-grants](https://events.canberra.com.au/event-organisers/funding-and-grants)

**Contact:** (02) 6205 4324

## ACT Department of Community Services

The Department of Community Services offers grant funding for the community through a range of programs including women's, Indigenous, youth, multicultural, and disabilities.

**Web:** [communityservices.act.gov.au/community/grants](https://communityservices.act.gov.au/community/grants)

**Contact:** 13 34 27

## National Library Community Heritage Grants

The Community Heritage Grants (CHG) program provides grants of up to \$15,000 to community organisations such as libraries, archives, museums, genealogical and historical societies, multicultural and Indigenous groups. The grants are provided to assist with the preservation of locally owned but nationally significant collections of public accessible materials.

**Web:** [nla.gov.au/content/community-heritage-grants-4](https://nla.gov.au/content/community-heritage-grants-4)

**Contact:** (02) 6262 1147

## Other ACT Heritage support

### ACT Heritage Emergency Fund

Applications must meet the funding priorities of the ACT Heritage Grants Program and have a demonstrated urgency that precludes it from the annual ACT Heritage Grants Program.

Funding is provided for projects that:

1. protect and conserve heritage places and objects under threat of imminent destruction;
2. respond to unforeseen events such as urgent repairs and/or conservation works;
3. focus on age and infirmity such as oral histories that capture important aspects of Canberra's heritage.

Projects applying to the Emergency Fund are considered on a case-by-case basis, separate to the Heritage Grants Program's main schedule.

**Contact:** ACT Heritage on 13 2281

### Heritage Advisory Service

Free heritage and architectural advice is available for owners and prospective purchasers of registered buildings and places, including those within a heritage precinct. The Heritage Advisory Service provides guidance on works, alterations and additions, including renovating or extending a heritage place. The service is currently provided by Philip Leeson Architects Pty Ltd. This is an independent service supported by the ACT Government.

For details: [environment.act.gov.au/heritage/development-at-heritage-sites](https://environment.act.gov.au/heritage/development-at-heritage-sites)



Firepit, Wildbark, Mulligans Flat Woodland Sanctuary

# ACT Heritage Grants Program

Recommended rates for consultants — a guide to assist with the preparation of your grant application budget

Consultant	Hourly Rate	Service	Contact	Comments
Archaeologist	See Comments	Assistants, Sub Consultants, Consultants.	Australian Society of Consulting Archaeologists <a href="http://aacai.com.au">aacai.com.au</a>	Visit website – “Policies” for Recommended Minimum Fee Scale
Architect	There is no Recommended Fee Schedule for architects	Architect	Royal Australian Institute of Architects (ACT Chapter) - listed under Chapter Offices <a href="http://architecture.com.au">architecture.com.au</a>	Fees can either be percentage based, a lump sum or time charged ie. an hourly or daily rate.
Oral Historian	See comments and website.	Interview only. Research, interview and timed summary/transcription for first interview hour.	Oral History Australia <a href="http://oralhistoryaustralia.org.au">oralhistoryaustralia.org.au</a>	Costings depend on project scope and provision of timed summaries or transcriptions.
Historian – Levels 1-4	\$83-\$229	Conservation plans; heritage studies/surveys; historical research and writing; editing and publishing.	Australian Council of Professional Historians Association Inc. <a href="http://phansw.org.au">phansw.org.au</a>	Rate varies according to project and negotiate between client and historian.
Genealogist	Varies on scope	Reports after analysis, research assessment.	Australasian Association of Genealogists and Record Agents Inc. <a href="http://aagra.asn.au/fees">aagra.asn.au/fees</a>	Difficult research may attract higher rates.
Editor	Varies on scope	Professional editing of publications, reports etc.	Canberra Society of Editors <a href="http://editorscanberra.org">editorscanberra.org</a>	Rate dependent on scope of project.

IMAGE: Tidbinbilla Extravaganza



