

2023-25 Emergency Works application

Form Preview

1. Before you begin

* indicates a required field

Emergency Works

This grant category provides funding to support declared Aboriginal Places and State Heritage Register (SHR) listed items that need repairs due to, or to address risks caused by, unexpected events. The funding cannot be used to address standard wear and tear.

How to check if an item is an Aboriginal Place or listed on the State Heritage Register (SHR)

Aboriginal Places are cultural heritage sites declared under the *National Parks and Wildlife Act 1974*.

The SHR is a statutory list of items listed under the *Heritage Act 1977*.

To check if your item is an Aboriginal Place or listed on the SHR, search the State Heritage Inventory at www.environment.nsw.gov.au/topics/heritage/search-heritage-databases/state-heritage-inventory

If an item is shown on the map in red it is an Aboriginal Place and if blue, it is State Heritage Registered.

Items that are shown as brown are locally listed items. If this is the case, they are not eligible for funding under this category and you should not continue with your application.

Accessibility

If you would like to receive this publication in an alternative format, contact us or the National Relay Service on 133 677 www.relayservice.com.au.

Translation Information

Multicultural NSW Language Services provides comprehensive interpreting and translation services in 104 languages and dialects, including Auslan (Australian sign language). Visit <https://multicultural.nsw.gov.au/interpreting-translation> for further information.

Contact Us

We encourage you to talk to us about your project **before** you start an application form.

Contact Heritage NSW Customer Concierge on 02 9873 8500, email heritagemailbox@environment.nsw.gov.au

Personal information and use of information

Personal Information on this form is protected by the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

The information you provide about your project will be used for processing the application, for reference during any acquittals, in any publicity relating to your project, for promoting the grants, to meet legislative responsibilities and government reporting requirements, and for monitoring, evaluation and improvement of NSW Heritage Grants and other Heritage NSW programs and services. The information may be used for these purposes by the NSW Government or its consultants and contractors.

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With your permission some materials produced from your project may be used through various media including (but not limited to) NSW Government websites, and databases such as the State Heritage Inventory.

If this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant), project title, project description, location, anticipated time for completion and amount awarded.

Disclaimer

By submitting this application you acknowledge and agree that:

- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- you must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- you have read the Funding Guidelines for the Program and fully informed yourself of the relevant program requirements.

The Guidelines are available on our website at www.environment.nsw.gov.au/topics/heritage/heritage-grants

1a. I have read and understood the above disclaimer *

☐ Yes

Begin Application

Proceed to the next page to start your application.

Please answer all questions. You should include at least one quote in your application.

Incomplete and ineligible applications will not be accepted.

2. Contact Details

* indicates a required field

Applicant Details

If approved for funding, payments will be made to the **Applicant or a nominated Administrator or Auspice.**

2a. Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

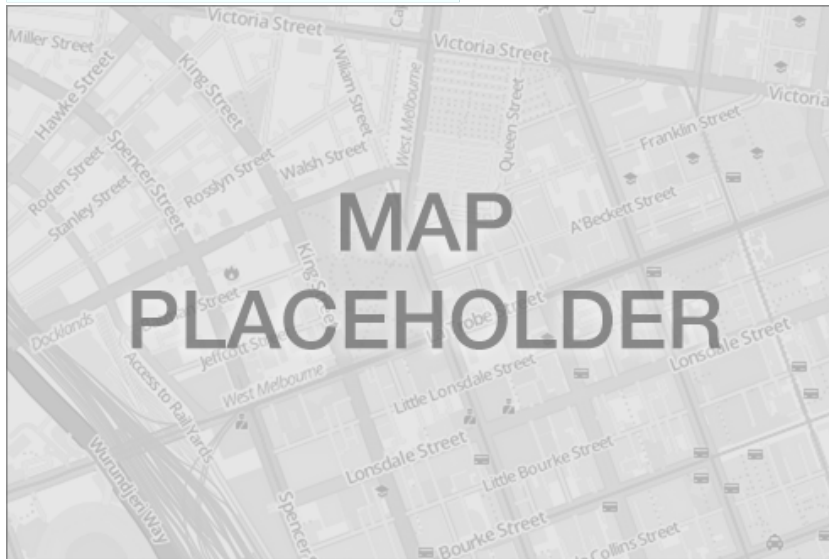
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If you are the manager of a heritage item, you must have evidence of permission from the owner or the custodian of the SHR item to apply for funding and deliver the project if successful.

2b. Applicant Primary Address *

Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

2c. Applicant Primary Phone Number *

Must be an Australian phone number.

2d. Applicant Primary Email *

Must be an email address.

2e. Applicant Mobile Phone Number if applicable

Must be an Australian phone number.

2f. ABN if applicable

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |
|---|
| ABN |
| Entity name |

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| |
|---|
| ABN status |
| Entity type |
| Goods & Services Tax (GST) |
| DGR Endorsed |
| ATO Charity Type More information |
| ACNC Registration |
| Tax Concessions |
| Main business location |

Must be an ABN.

Administrator or Auspice arrangements

2g. Will you need an Administrator or an Auspice if approved for the grant? *

☐ Yes ☐ No

The Administrator or Auspice will provide a support role and have legal and financial responsibilities if a grant is awarded. The relationship between the Applicant and Administrator or Auspice should be established prior to submitting an application but we will only ask for their details and a copy of a Memorandum of Understanding if you are approved for a grant.

Administrator or Auspice Details

2h. Administrator or Auspice Organisation Name *

Organisation Name

2i. Administrator or Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| |
|---|
| Information from the Australian Business Register |
| ABN |
| Entity name |
| ABN status |
| Entity type |
| Goods & Services Tax (GST) |
| DGR Endorsed |
| ATO Charity Type More information |
| ACNC Registration |
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| Main business location |

Must be an ABN.

2j. Administrator or Auspice Primary Address *

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Address

2k. Administrator or Auspice Primary Phone Number *

Must be an Australian phone number.

2l. Administrator or Auspice Primary Email *

Must be an email address.

2m. Administrator or Auspice Mobile Phone Number

Must be an Australian phone number.

3. Project details and eligibility criteria

* indicates a required field

Project Title

3a. Provide a short title to description and identify your project *

This will be used in reports to identify your project and should summarise the project in up to 10 words. For example: Storm damage to XXX site

Applicant eligibility check

3b. You are only eligible for this funding if you meet all the following. Please tick to confirm *

- ☐ I am the owner, manager, long term lessee or custodian of the affected declared Aboriginal Place or item listed on the SHR in NSW
- ☐ Neither the State or Federal government has legal responsibility for maintenance or repair of the affected site
- ☐ If a business or entity, it is located and/or incorporated within NSW

At least 2 choices must be selected.

Demonstrated support

If you are a part owner, manager, custodian or lessee of a heritage item, you must have written permission from all owners (or owners' corporation) of the item to apply for funding and deliver the project.

3c. Attach evidence of support

Attach a file:

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Item or Place eligibility

3d. Tick to confirm you are applying for works within the boundary or curtilage of:
☐ a declared Aboriginal Place ☐ an item on the State Heritage Register ☐ none of the above

Tick all that apply, for example an Aboriginal Place may also be on the State Heritage Register

Aboriginal Place

3e. What is the Aboriginal Place Name?

3f. Provide written support from the Aboriginal Custodians

Attach a file:

SHR Listing

3g. Heritage item name *

As shown on the statutory listing gazetted under the Heritage Act 1977.

3h. SHR listing no. for this heritage item *

Must be no more than 5 characters.

Must be at least 5 characters and will start with a zero. As shown on the statutory listing gazetted under the Heritage Act 1977.

Not listed as an Aboriginal Place or SHR item

Your application does not appear to be eligible.

Contact Heritage NSW on 02 9873 8500 prior to proceeding further.

You can find alternative government initiatives, grant or funding programs on the NSW Government Grants and Funding website <https://www.nsw.gov.au/grants-and-funding>

Emergency situation

This program

- is for works or activity within the boundary of an Aboriginal Place, or curtilage of a SHR item

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- addresses damage or an issue caused by an unexpected event that is outside your control
- has a heritage benefit such as protecting or repairing the parts of an item or place with heritage significance, and
- is not covered by the applicant's/owner's insurance.

Section 3 of the Guidelines provides examples of eligible and ineligible projects and contexts

3i. Describe the unexpected situation *

No more than 100 words. This may include details such as the severity of the storm, hail size, height of flooding, type of chemical, cause and extent of a fire, cause and extent of subsidence etc. Provide enough information for us to understand key features of the event.

3j. When did the incident occur?

Must be a date.

3k. What was the impact or damage? *

3l. Project description - what needs to be done to fix the damage? *

Provide a short description (100 words recommended) of your project - what are you out to do?

3m. Describe the heritage benefit of the works on the item and any risks if it is not done *

3n. Upload photos of the affected areas

Attach a file:

Insurance

3o. Is the work covered by insurance? *

☐ Yes

☐ No

☐ Partially

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3p. What steps have you taken to determine if the works are covered by insurance *

What is or is not covered by any insurance and who did you check this with. For example the insurance company confirmed this is not covered under our policy, or has confirmed only the roof damage is covered, not water damage to the internal fabric or no insurance is held. You should upload a copy of any advice later in the application.

3q. Upload any supporting information

Attach a file:

This could be supporting information from a heritage specialist, your insurance company and/or any approvals under the Heritage Act. Additional information will assist the assessor better understand your project.

More detail about the site

3r. What is the address of the item the project relates to? *

Find your local government area and state electorate at <https://www.elections.nsw.gov.au/Elections/Find-my-electorate>

3s. What local government area is this heritage item in? *

3t. What state electorate is this heritage item in? *

3u. Who owns the item/site? *

4. Scope and Budget

* indicates a required field

Project Scope

List all actions/activities within the project scope. This is what you are committing to deliver if successful. You can add more rows as required For example:

- Engage heritage consultant and contractors
- Obtain Section 60 approvals
- Repair damage on xx building

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If approved for funding you will not be able to add or remove items from the project scope without written approval.

4a. Action or activity*

Indicative Timing*

| | |
|--|-------------------------------------|
| | How long will this take to complete |
| | |

Consultation and advice

4b. Who is the Heritage Advisor or Specialist who will oversee your project?

Many local government organisations provide a Heritage Advisor service, or you may engage a specialist heritage consultant directly. This person will also be required to complete the Compliance Certification at the completion of the project.

Permits, approvals and exemptions

Before submitting your application consider whether you:

- require a [permit](#) under the *National Parks and Wildlife Act 1974*
- require an [approval or permit](#) under the *Heritage Act 1977*
- require local council approval or
- meet the criteria for a standard exemption, site-specific exemption or exceptions under the *Heritage Act 1977*.

These processes are separate to this grant application.

Heritage NSW Officers can give advice on these requirements. Contact: (02) 9873 8500 or heritagemailbox@environment.nsw.gov.au for assistance

4c. Who have you discussed these requirements with?

4d. Select the type that you believe applies:

- ☐ Aboriginal Heritage Impact Permit ☐ Covered by standard exemption or exception ☐
☐ Covered by site specific exemption ☐ Excavation permit ☐ Fast track Section 60 ☐
☐ Section 60 ☐ None of the above

Other

Project Budget

- You can include any costs of any permits or approvals.
- You can include a contingency amount noting that payment of any approved grant will be based on actual expenditure up to the approved amount only.
- Administration costs are capped at 10%

Budget Example:

- Obtain approval under the Heritage Act to undertake works (estimate) - \$200
- Company ABC to do repair damages x, y, z (quote attached) - \$8,000

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- Contingency in case of cost changes such as extra time required or extra materials - \$1,000
- Heritage specialist cost to oversee and provide project certification (quote attached) - \$800
- Materials (quote attached) - \$5,000

Budget - add rows as required

4e. Line Items or Activity* Estimated Costs (\$) Quotes or other supporting documents*

| | | |
|---|----------------------------------|---|
| Please outline the individual budget items and the estimated costs. | a whole dollar amount (no cents) | You should include a quote for key line items |
| | \$ | |

4f. Total Budget Amount *

\$

Must be a dollar amount.

Funding sources

A Note on GST

If you are registered for GST, then please provide figures exclusive of GST. GST will be added to any payments (with the exception of payments to local government organisations).

If you are not registered for GST then you will need to include GST in your budget and project costs.

TAX

You should also seek advice from your accountant on any tax implications of a successful grant, but this should not be included in the budget.

4g. Emergency Works Grant amount requested *

Must be a whole dollar amount (no cents) and no more than 10000.

4h. Total Project Value *

\$

What is the total cost of your project.

4i. What are the other sources of funding if any? *

Word count:

Must be no more than 100 words.

5. Declaration and Submission

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* indicates a required field

Acknowledgements

5a. I declare that *

- ☐ All of the information provided is true and correct to the best of my knowledge, and if any statement in this application is found to be misleading, deliberately or otherwise, it could make me (being the applicant and/or project manager) ineligible for funding
- ☐ I have the capacity and commitment to undertake and complete the project within a reasonable timeframe
- ☐ I am authorised to submit this application as an applicant, administrator or auspice, or project manager on the applicants behalf
- ☐ I understand that submitting an application is not a guarantee that grant funding will be approved
- ☐ I understand that if this application is approved, information relating to the grant and the name of the applicant will be made public
- ☐ I understand that I may need Heritage Act 1977 and/or National Parks and Wildlife Act 1974 and/or local government works approvals, separate from this financial assistance, and will obtain any approvals required under the Heritage Act 1977 for this project; I understand that it is my responsibility to obtain any and all approvals, permits or exemptions required and that grant funding may be withheld if the required approvals, permits or exemptions have not been obtained

At least 6 choices must be selected.

Must tick all boxes

Feedback to Heritage NSW

We value your feedback, please take a few moments to let us know how you found the application process so that we can make improvements to future rounds.

5b. How useful were the Guidelines? *

- ☐ Extremely useful ☐ Very useful ☐ Somewhat useful ☐ Slightly useful ☐ Not useful at all ☐ Not applicable

5c. How long did it take you to complete this application form? *

- ☐ Less than 2 hours ☐ 2 to 5 hours ☐ 6 to 10 hours ☐ More than 10 hours

5d. How easy or difficult was it to complete this application form? *

- ☐ Very easy ☐ Easy ☐ Moderate ☐ Difficult ☐ Very Difficult

5e. Do you have any other feedback? *

This could be about the streamlined program, guidelines, application form or assistance you received from Heritage NSW staff

Submission

Please remember to **save and submit** your application once completed and attach the required supporting information. Once you have submitted your application you will receive a confirmation email with a unique reference number in the format 23-25EWK000.

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Keep your SmartyGrants login information as you will use the same login to manage your grant if successful. You can use this login to access any of the Heritage NSW Heritage Grant Programs.

Thank you