

19-20 Emergency Works Application Form

Form Preview

1. Before you begin

* indicates a required field

1.1 Before you begin

Personal 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 will only be used for processing the application and for monitoring and evaluation of NSW Heritage Grants. If your application is successful, your name details of your project and the amount of funding will be made public.

Translation Information

Information on translation and interpreter services, can be found at Multicultural NSW: http://multicultural.nsw.gov.au/our_services/interpreting_translation/

Who to contact for help

The NSW Heritage Grants Team at can help you to verify if your site is on the State Heritage Register, has an Interim Heritage Order or is a gazetted Aboriginal place **before** you start completing an application form. We can also provide guidance on the proposal and may be able to advise you on more appropriate funding sources.

Email us at Heritage.Grants@environment.nsw.gov.au or call us on (02) 9873 8577.

1.2 Guidelines

You must read the Emergency Works Guidelines available on our website at: <https://www.environment.nsw.gov.au/Heritage/funding/index.htm> **before** completing an application form. The Guidelines contain important information about eligibility, what will and won't be funded and key information for potential applicants.

I have read and understood the Emergency Works Guidelines prior to submitting this application *

Yes No

2. Contact Details

* indicates a required field

2.1 - Applicant Details

If approved for funding, payments will be made to the **Applicant or the applicant's auspice.**

Applicant *

Individual Organisation

Organisation Name

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<input type="text"/>		
Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Primary Address *

Address

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

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Mobile Phone Number

Must be an Australian phone number.

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 confirmation of the arrangement if you are approved for a grant.

2.1a Organisation ABN

ABN if Organisation

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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Tax Concessions

Main business location

Must be an ABN.

2.2 - Project Manager

Is the Applicant also the Project Manager?

Yes No Not sure

2.2a Project Manager Details

Project Manager

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Project Manager Position

Project Manager Primary Address

Address

<input type="text"/>
<input type="text"/>

Project Manager Primary Phone Number

Must be an Australian phone number.

Project Manager Primary Email

Must be an email address.

3. Eligibility

* indicates a required field

3.1 - Applicant Eligibility

There are eligibility criteria that must be met as well as some factors that could make your application ineligible. If there are exceptional circumstances or you are unsure, please contact us to discuss.

Tick which of the following categories apply to you: *

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Aboriginal custodian Community group Individual NSW Local Council Organisation Trustee

Other

At least 1 choice must be selected.

Tick the boxes to confirm that: *

- I am not a State or Federal Government Agency
- The item or place was not acquired or leased from a State or Federal Government Agency in the last two years
- The item or place is not subject of a conservation agreement signed in the last two years
- I am the owner, manager, long term lessee (generally 20+ year lease) or custodian of the item or place
- I am legally responsible for maintenance and repair of the item or place

At least 5 choices must be selected.

If you are not the owner of the site, please attach documentattion to demonstrate that you have legal responsibility for maintenance and repair

Attach a file:

3.2 Item or Place Eligibility

You can check the classification of your item or place and it's listing number on the website: <http://www.environment.nsw.gov.au/heritageapp/heritagesearch.aspx> Instructions of how to use and interpret the search tool are available in clause 7 of the Guidelines.

To find the local government area go to: <https://www.olg.nsw.gov.au/find-my-council>

To find the state electorate go to: <https://roll.elections.nsw.gov.au/areafinder/>

Heritage item name *

What is the heritage item address? *

What local government area is this heritage item in? *

What state electorate is this heritage item in? *

Are you applying for works to an: *

- Item on the State Heritage Register Item with an Interim Heritage Order A gazetted Aboriginal Place None of the above

At least 1 choice must be selected.

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

3.2a Item on the State Heritage Register

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What is the State Heritage Register listing number for this heritage item

Must be at least 5 numeric characters and will start with a zero

3.2b Interim Heritage Order Number

What is the Interim Heritage Order Number

Only applicable if the item does not have a State Heritage Register listing number as the nomination process is being considered or if the Minister for Heritage has placed this temporary protection on the item under their delegations.

3.2c Aboriginal Place

What is the Aboriginal Place Name?

This must be as appears in the Aboriginal Place Name listing

3.2d None of the above

How is the item listed or gazetted as of heritage significance?

Note that it is unlikely that your application is eligible if you have answered 'none of the above'

3.3 - Emergency Situation

This program is to assist with **emergency unforeseen or unexpected events**. If you are unsure if the nature of your application falls under this definition, please contact the NSW Heritage Grants Team on (02) 9873 8577. There are other funding programs to assist with maintenance and conservation to address standard wear and tear.

Please indicate the type of emergency situation that has occurred and has led you to complete this application form. *

- Accident, for example a vehicle ran into the heritage item
- Biological, for example a swarm of insects has arrived suddenly and are damaging the heritage item
- Chemical, for example a chemical spill from an unknown source is damaging the heritage item
- Criminal/vandalism
- Earthquake
- Environmental, for example a tree has fallen on and damaged the heritage item
- Extreme heat/cold, defined as three (3) consecutive days or more of minimum/maximum temperatures outside of the usual range for the location (i.e a heat wave)
- Fire
- Flood
- Storm or other damaging weather event
- Other:

At least 1 choice must be selected.

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Please describe the situation that caused the emergency works to be required including the date of the incident *

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.

4. Project Planning

* indicates a required field

4.1 - Project Overview

Project Title *

No more than 15 words. This information will be used by DPC for reporting purposes to describe your project. For example 'Hailstorm damage to Verandah of Daffodil Dairy'

What was the impact or damage caused by the situation on the item or place *

Only describe the impact or damage that occurred within the boundary of the heritage listing. You can upload photos later in the application

Project description - what needs to be done to fix the damage *

Word count:

No more than 200 words. Provide a description of your project- how the damage will be fixed. For example, provide detail such as (but with additional detail)- engage an arborist to remove the tree and other debris, prop the wall and install temporary covering or repair broken tiles and restore internal ceiling to original condition

Please describe the heritage benefits of undertaking the works *

In accordance with the Guidelines, funding is only available where there is a demonstrated heritage benefit.

Describe any potential risks of not receiving funding to do the work? *

Word count:

No more than 200 words. For example, The risk is that further water damage will be done impacting on significant heritage fabric if this is not repaired quickly, or the issue is a safety risk. Please describe with additional detail.

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Upload photos of the damage

Attach a file:

Include photos of your heritage item. Photos of the damage caused by the emergency situation will assist the assessor to understand the project and its urgency

Is the work covered by insurance?

Yes No Partially

Note that funding cannot be used for works covered by insurance.

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

No more than 100 words. 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.

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.

Anticipated Start Date *

Projects that have been completed before applying for funding are generally not eligible. Applications can take between 2 to 4 weeks to process depending on the complexity of the project and any technical or expert advice that needs to be sought by DPC to assess your application. Grant funding is not guaranteed. If you commence the project before you have accepted any grant offer (including associated conditions of approval) you do so at your own financial risk.

Anticipated End Date *

Works should aim to be completed within 6 months.

4.2 Project Plan

List the activities you will do and the timeframes to complete them. Provide descriptions of the works required and their purpose.

For example:

- Preparation: Obtain quote from Bob's Heritage Home Services for the repair work; speak to a DPC Heritage Conservation Officer about project.
- January: Obtain approvals for the repair work including details of material sourcing and repair techniques.
- February: Repair quote accepted and builder confirms measurements and orders materials.
- March: Materials delivered and repair works conducted during March and April (contingency time included in case of late delivery or wet weather)

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- May: Repair works completed and verandah roof restored.
- June: Submit report on project outcomes and actual expenditure.

Timeframe	Activity

4.3 - Consultation

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.

Note: The Compliance Certification is available at <https://www.environment.nsw.gov.au/heritage/funding/manageworks.htm> This will need to be completed at the **end** of the project.

Have you consulted anyone else about this project?

This may be local government heritage officers, skilled tradespeople or the Local Aboriginal Land Council.

4.4 Permits, Approvals and Exemptions

You should consider whether the works require approval under Acts such as the *National Parks and Wildlife Act 1974* (Aboriginal Heritage) or *Heritage Act 1977* (if listed on the SHR or if you are going to disturb or excavate any land in NSW that is likely to contain archaeological remains). These processes are separate to this grant application. Your local council may also have separate requirements.

Have you discussed your project and any approvals that may be required under the Heritage Act 1977 or the National Parks and Wildlife Act 1974 with a government agency? *

- Yes No

If yes, name and position of staff member(s) and the agency they are from:

DPC Heritage Conservation Officers can give advice on approvals and permits that may be required. They can be contacted on (02) 9873 8500 or HERITAGEmailbox@environment.nsw.gov.au

Does your project require approvals under the Heritage Act or the National Parks and Wildlife Act? *

- Yes No Unsure

If approvals are required, select the type you need: *

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Exemption notification Site specific or existing exemption Section 60
Excavation permit Aboriginal Heritage Impact Permit
Other

5. Finances

* indicates a required field

5.1- Project Costs

GST

- If you are registered for GST, then please provide figures exclusive of GST. DPC will add GST to any payments.
- If you are not registered for GST then you will need to include GST in your budget and 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.

Total Grant Amount Requested *

\$

Minimum \$1,000 and maximum \$10,000. What is the total funding you are requesting in this application? Use Ex GST if you are registered for GST or use GST inclusive if you are not registered for GST.

What will be your cash contribution to the project costs?

\$

Must be a dollar amount.

You are not required to make a contribution, but may need to provide funds to cover any costs that exceed the maximum grant amount

Do you have any funding from other sources to contribute?

\$

Must be a dollar amount.

This may include another grant or donations if applicable.

What are the other funding sources?

What is your expected in-kind contribution to the project?

\$

Estimated \$ value of your in-kind contributions, if applicable

Total Project Cost *

\$

This number/amount is calculated.

Total Project Cost = Amount requested plus your contribution (if any)

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5.2 - Project Budget

Tips:

- Please outline the individual budget items and the estimated costs.
- Make sure you include any costs of any approvals or permits and the cost off the project being overseen and certified by a heritage specialist on completion.
- 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.
- You can add rows as required.

For example:

1. Obtain approval under the Heritage Act to repair verandah roof - \$200
2. Bob's Heritage House Restoration repair damaged iron roof (quote attached) - \$6,000
3. Contingency of 10% in case of cost changes such as extra time required to install or extra costs to remove and dispose of damaged materials - \$600
4. Certification Costs - \$200 (estimate)

Do not include in-kind contributions

Line Items or Activity	Estimated Costs (\$)	Quotes or other supporting documents
	\$	
	a dollar amount	

5.3 - Budget Total

Total Budget *

\$

This number/amount is calculated.

Automatically calculated. This should equal the Total Project Cost above.

Do you have any comments on your capacity to fund this project independently

6. Declaration and Submission

* indicates a required field

6.1 Acknowledgements

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 committment to undertake and complete the project within a reasonable timeframe;
- If I am the Project Manager that I am the authorised representative of the applicant;

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- I will obtain any approvals or permits required under the Heritage Act 1977 and/or the National Parks and Wildlife Act 1974 for this project;
- 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 submitting an application is not a guarantee that grant funding will be approved.

Must tick all boxes

6.2 Feedback to DPC

We value your feedback, please take a few moments to let us know how you found the application process

Guideline Usefulness

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

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

How easy or difficult was it to complete this application form?

- Very easy Easy Moderate Difficult Very Difficult

Do you have any other feedback about your experience of the application process?

6.3 - 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.