

Heritage NSW, Department of Climate Change, Energy, the
Environment and Water (NSW DCCEEW)

NSW Heritage Grants Program

2025-27 Activating State Heritage Grant Guidelines

November 2024



Grant Program Details	
Opening date and time	10:00 AM Monday 4 November 2024
Closing date and time	10:00 AM Thursday 30 January 2025
Application outcome date	May 2025
Project delivery timeframe (for successful applications)	1 July 2025 – 1 May 2027
Evaluation timeframe (for successful applications)	January 2025 – May 2025
Decision-maker	Director Customer Service, Heritage NSW
NSW Government Agency (the Agency)	Heritage NSW
Type of grant opportunity	Targeted, Competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	<p>Total funding amount: \$1,000,000 (ex GST)</p> <p>Individual grant amount: \$1,000,000 (ex GST)</p>
Enquiries	<p>For more information or clarification, contact Heritage NSW between 9:00am and 5:00pm Monday to Friday (excluding public holidays) at:</p> <p>Email: heritagemailbox@environment.nsw.gov.au</p> <p>Phone: (02) 9873 8500</p>

Contents

1	Overview of the grant	2
1.1	Purpose and objectives.....	2
1.2	Grant value.....	2
2	Selection criteria	5
2.1	Eligibility criteria	5
2.1.1	Applicant type	5
2.1.2	Project type	5
2.1.3	Project costs	7
2.1.4	Additional requirements	8
2.2	Assessment criteria	8
3	Application process	13
3.1	How to apply	13
3.2	Application checklist	13
3.3	Support available to applicants	14
4	Assessment process	16
4.1	Assessment of grant applications	16
4.2	Notification of application outcome.....	17
4.3	Publication of grants information.....	17
5	Successful grant applications	19
5.1	Grant agreement and payment	19
5.2	Unspent funds.....	19
5.3	Indicative reporting requirements and evaluation	20
6	Additional information and resources	22
6.1	Complaint handling.....	22
6.2	Access to information	22
6.3	Ethical conduct.....	22
6.3.1	Conflict of interest management	23
6.3.2	Confidentiality	23
6.4	Agency rights.....	23
6.5	Intellectual property	23
6.6	No offer	24
6.7	Addenda.....	24
6.8	Disclaimer	24

1

Overview of the grant

1 Overview of the grant

1.1 Purpose and objectives

Purpose

The 2025-27 Activating State Heritage Grant program aims to increase public engagement with items listed on the NSW State Heritage Register. It's designed to protect and promote State heritage by incentivising owners to invest in heritage activation.

Objectives

The NSW Government is looking for applications that can demonstrate a better use of space, engage community in heritage, contribute to community wellbeing and support economic activity and vibrancy within our local areas.

This is a competitive funding round, and eligible applicants can apply for \$1 million (ex GST) in funding to activate a State Heritage Register (SHR) listed item, however only one application will be awarded in this category.

The successful project must be delivered between July 2025 and May 2027.

1.2 Grant value

Total value of NSW Heritage Grants Program

\$8,500,000 (ex GST)

Total value of Activating State Heritage Grant category

\$1,000,000 (ex GST)

Value of individual Activating State Heritage Grant

\$1,000,000 (ex GST)

Co-contributions

A single grant of \$1 million (ex GST) will be awarded under this program. The required co-contribution amount varies based on the applicant type:

- **large businesses** must co-invest \$1 million (ex GST) in matched funding
- **small to medium businesses, local governments, individuals or not-for-profit organisations** must co-invest at least 10% of the grant amount, equating to \$100,000 (ex GST), in matched funding.

Reasonable in-kind contributions, such as realistic hourly rates for relevant activities, can be included. However, in-house project management by salaried staff is not eligible as part of the co-contribution.

You can submit multiple applications under this grant category, but each application must be for a different project and must pertain to a separate SHR listed item. **Only one application per SHR item is permitted.**

Please note, funding from other NSW Government Grant programs cannot be used to meet your co-contribution requirements.

2

Selection criteria

2 Selection criteria

2.1 Eligibility criteria

2.1.1 Applicant type

Eligible applicants

You are eligible to apply for the Activating State Heritage Grant category if you:

- are the owner, manager, long-term lessee or custodian of an item listed on the [State Heritage Register \(SHR\)](#) in NSW:
 - with written support of the owners of the site (if you are a manager or lessee)
 - with written support of all owners or owners' corporation (if the site has multiple owners).
- have legal responsibility for maintenance and repair of the SHR listed item
- agree to provide matched funding for the project
- are a local council, business, non-government organisation, community group or individual, with your operations and headquarters in NSW (if you are a business or incorporated entity).

Applicants without an [ABN or ACN](#) will have to provide a [statement by supplier form](#).

Please note, you are required to hold at least \$20 million in public liability insurance in order to enter into a funding deed with the NSW Government. You are not required to have this insurance at the time of application. If successful, you will be asked to provide a copy of your certificate of currency when entering into a funding agreement.

Ineligible applicants

You are not eligible to apply for the Activating State Heritage Grant category if:

- your property or item is not an [SHR listed item](#)
- you are a State or Federal Government agency
- the SHR item is owned and managed by a State or Federal government agency
- the application is for a multiple site listing, such as a large precinct or town with multiple owners
- your business or entity is located or incorporated outside of NSW
- you do not provide sufficient information to assess against the eligibility criteria
- you have outstanding/overdue grants with Heritage NSW
- you have a current [Heritage Act 1977](#) compliance matter regarding the SHR item with Heritage NSW.

The Agency may also consider any whole-of-government policy or guidelines that restrict an applicant's access to grants programs.

2.1.2 Project type

Eligible projects

Before you apply it's important to understand the different types of heritage listing.

There are 4 levels of heritage significance in NSW. Each level of heritage significance has a corresponding statutory listing and responsible authority for conserving these items. These are outlined below.

- **Local heritage items** are listed on Local Environmental Plans (LEPs) by local councils in NSW.
- **State heritage items** are listed on the State Heritage Register (SHR) by the NSW Government.
- **National heritage items** are listed on the National Heritage List by the Australian Government.
- **World heritage items** are listed on the World Heritage List by the United Nations Educational, Scientific and Cultural Organization (UNESCO).

To be eligible for this grant program the item must be listed on the State Heritage Register (SHR) by the NSW Government.

This short video explains the different types of heritage listings.

You can apply for funding if:

- it is for a heritage conservation project and/or to enable activation of an SHR listed item
- there are no active Heritage Act 1977 compliance issues at the site
- the project will be delivered between 1 July 2025 and 1 May 2027
- the project will commence within 3 months of the funding agreement being signed
- you have sought advice from Heritage NSW's free pre-lodgement service for Heritage Act 1977 approvals
- the project is not already underway. Retrospective projects will not be funded. Pre-planning of projects prior to the grant opening date is accepted however if works have been approved and/or have commenced the project is ineligible
- the project will be delivered by an eligible applicant as outlined above.

Example of eligible projects

Your project must include both conservation of heritage values **and** activation of the site for the general public and/or community use.

Below are examples of projects that you can do as a part of this grant category:

- physical works and/or upgrades that activate and increase public accessibility and use of an SHR listed item, such as construction, capital works, restoration, reconstruction, repair, reinstatement, preservation and conservation work. These works must be necessary for public access and activation of the SHR item, and/or to conserve the heritage values of the item
- fire, safety, access or building services upgrades, compliance and upgrading works to meet current Building Code Australia, the Disability Discrimination Act 1992 and Work Health and Safety Act 2011 requirements which would be essential for activation
- maintenance outlined in the Minimum Standards of Maintenance and Repair as set out in the Heritage Regulation 2012
- amenities (such as ramps, lifts, kitchen and bathroom upgrades suitable for the heritage item) that are essential to enable the public activation of spaces. New kitchens and bathrooms will only be considered if it can be demonstrated that they are essential to make the site accessible, usable and are standard value-for-money quality. Your budget should include conservation of heritage values. Upgrades or construction of new kitchens and bathrooms should only use a maximum of 25% of the grant funds.

Ineligible Projects

Below are examples of projects not allowed under this grant category:

- projects for items not listed on the State Heritage Register (SHR)
- projects that are primarily for private benefit
- projects involving items that are already fully publicly accessible or activated

- data management systems, digital infrastructure and related equipment, such as collection management systems, recording, broadcasting, livestreaming equipment, etc
- development of Conservation Management Documents
- projects which are only for planning
- business set up or operational costs such as rent, utility bills, equipment leasing, etc
- projects that would proceed without NSW Government financial assistance
- project works (excluding pre-planning) that commence before 1 July 2025
- project works that cannot be completed by May 2027. Extensions will only be considered in exceptional circumstances
- works with high negative impact on the site's heritage values, and are unsuitable or unsympathetic to the site
- works that do not conserve or maintain the heritage values of the item
- construction of new buildings, except for amenities as outlined in these guidelines
- purchase or relocation of heritage items and buildings
- construction of commemorative monuments or headstones, plaques or memorials
- programs, festivals or events, except for an opening event
- marketing, promotional campaigns or advertising
- projects dependent on ongoing funding from this program.

2.1.3 Project costs

Eligible project costs

Below are examples of eligible project costs allowed under this grant category:

- fees for heritage consultant, including specialists required to oversee the project for compliance purposes
- costs associated with purchasing of heritage materials, including transportation from the source
- amenities essential to activation of the heritage site
- fees for specialist heritage tradespeople
- costs related to obtaining approvals under the Heritage Act 1977, including Section 60 application fees.

A contingency should be included in your budget, recognising that costs may fluctuate over time. Payment of approved grants will be based on actual expenditures, up to the approved amount.

Funding caps include:

- administration costs are capped at 10% of the total project cost
- essential amenities, such as kitchens and bathrooms, are capped at 25%
- contingency costs are capped at 10%.

Ineligible project costs

Below are examples of project costs not allowed under this grant category:

- any project works, purchases or commitments (excluding pre-planning) that occur before 1 July 2025

- ongoing employee positions or in-house project management by salaried staff, whether as voluntary or cash contributions
- purchase or relocation of heritage items and buildings
- purchase of equipment, such as lawn mowers, tools, computers, touch screens, audio-visual equipment, etc
- routine maintenance tasks, such as gardening, gutter cleaning, carpet cleaning, etc
- catering costs, except for an opening event
- business set-up or operating costs
- insurance costs, other than public liability insurance
- programs, festivals or events to be hosted at the site, except for an opening event
- marketing, promotional campaigns or advertising
- development of strategies, such as ongoing investment, activation or tourism
- co-contributions from other NSW Government Grant programs.

2.1.4 Additional requirements

Expected outcomes for the funded activity

To manage and conserve the heritage values of an item on the [State Heritage Register \(SHR\)](#) for future generations and connect communities to their heritage through activation.

The SHR item will be conserved and activated across the next 2 years and opened for community use by June 2027.

Delivery timing of the funded activity

Funding for this grant program is committed to the 2025-26 and 2026-27 financial years. Therefore, the project must be delivered between 1 July 2025 and 1 May 2027. Extensions beyond this timeframe will only be considered in exceptional and/or unforeseen circumstances.

Projects must commence within 3 months of executed funding agreement and be completed within 2 years.

Additional eligibility requirements

- You must nominate a Heritage Specialist, such as an engineer, heritage architect or local government heritage advisor or officer to supervise your project. If your application is successful, they will be required to complete compliance certificates confirming that the project is being completed in accordance with the approved scope and any [Heritage Act 1977](#) and local council approvals/consents. The costs associated with this should be included in your costings and budget information.
- Only one application per individual [SHR item](#) (not a whole town).
- **All applicants must consult the [free pre-lodgement service](#) offered by Heritage NSW prior to submitting an application. This is a mandatory requirement.**

2.2 Assessment criteria

The assessment criteria outlined below will be used to rank applications and then decide which project will be funded. Please note that funding is limited, so you are not guaranteed a grant even if you meet all the eligibility and assessment criteria.

1. Heritage conservation: What long-term heritage outcomes will the project achieve?

The Agency will assess the project's impact on the site's heritage significance, and the risks if the work is not done. Projects with long-term and significant heritage benefits will be prioritised. We may also consider how the project aligns with existing heritage management documents and whether it follows best practice heritage management.

Projects should illustrate how they will improve the use of space, engage the community through heritage, enhance community wellbeing, and contribute to local economic activity and vibrancy.

2. Activation: How will this project increase public engagement with the heritage item and what is the level of lasting public benefit?

The Agency will assess the sustainability of the use and public accessibility of the site, including long-term public benefits such as heritage tourism. Projects should demonstrate how they will connect communities by conserving values of SHR listed items and facilitate interpretation and education of the heritage values for future generations. Projects which are primarily for private use will not be funded.

3. Value for money: How does your project demonstrate value for money?

The Agency will assess your project's detailed budget, scope, and supporting documents to ensure that public funds are being used effectively and efficiently. Projects that have proven cost-effective solutions and demonstrate a responsible approach to budgeting will be given priority. Please include any details about financial efficiencies or cost-saving measures you have identified, such as leveraging partnerships, sourcing competitive quotes, or utilising in-kind contributions. These factors will help demonstrate how your project maximises the use of available funding while delivering long-term heritage outcomes.

4. Quality of the project planning and proof of concept: How comprehensive is your project planning?

The Agency will assess the thoroughness of your project planning by reviewing key aspects such as:

- **Consultation:** Who has been or will be consulted to ensure the quality and accuracy of heritage information? Consider including heritage professionals, local authorities, or relevant stakeholders to validate your project's approach.
- **Pre-lodgement advice:** Have you sought advice via the Heritage NSW pre-lodgement advice portal? This is a mandatory requirement.
- **Approvals and exemptions:** Clearly identify any required approvals or exemptions related to the project. The Agency will assess whether you have accurately determined these and taken steps to secure them if needed.

5. Capacity and commitment to deliver the project: How likely is the project to be successfully delivered, and what risks have you identified and planned for?

Projects should illustrate any foreseeable challenges and how they plan to mitigate them. We will assess the feasibility of your project by examining its delivery plan and your approach to managing potential risks, including:

- **Foreseeable challenges:** Identify any potential risks and challenges that may arise during the project and outline your strategies for overcoming them.
- **Risk mitigation:** Describe your risk management plan, including steps you've taken to minimise risks related to project delays, budget overruns, or changes in scope.
- **Track record:** Highlight any experience with similar projects, including previous grant delivery, to demonstrate your capacity to complete the project on time and within budget.

- **Collaboration and Partnerships:** If applicable, include details about collaborations or partnerships that bring relevant expertise and support to ensure successful project delivery.

The Agency will assess the project's overall feasibility including realistic timeline and budget, as well as the availability of matched funding and your ability to secure necessary approvals within the delivery timeframe.

6. Transformational, Inspirational, and Legacy

You will need to submit a 5-minute interview video overview of your project. This video will be assessed by Heritage NSW based on 3 key criteria: **Transformational, Inspirational, and Legacy**.

This video component will demonstrate to Heritage NSW how ready the applicant is to activate their heritage site for public use. It will help demonstrate the planning and vision they have for this asset to be utilised by the community.

Here's how you can structure your video to meet these criteria and effectively present your project.

Instructional guide:

1. Understand the scoring criteria

TRANSFORMATIONAL: Explain how your project respects and enhances the heritage aspects of the site while transforming it into a dynamic and appealing community asset. Showcase how the project optimally uses the space and stimulates the local economy.

- Example: Discuss how the historical architecture will be preserved, while modern additions make the space more functional for community events.

INSPIRATIONAL: Show how your project will inspire the community to visit, engage with, and value the heritage site. Highlight how it will serve as a model for future projects and stimulate further investments.

- Example: Share testimonials or stories of community members who have expressed interest in the site's revitalisation.

LEGACY: Demonstrate how your project supports a sustainable future for both the culture and commercial aspects of the heritage site. Show that it will appeal to a broad and diverse audience while being adaptable to future changes.

- Example: Explain how the site will be maintained or generate revenue, ensuring it remains relevant for future generations.

2. Visual assets

As part of your video, you'll need to include **visual assets** that illustrate your project and support your key points. These can include videos, photographs, sketches, plans, or animations that provide a clear representation of your vision.

- Make sure your visuals align with your narrative and are high-quality.
- Use before-and-after shots, if possible, to show the transformation.
- Provide aerial views or walkthroughs to give a comprehensive sense of the space and changes.

3. Preparing your video

To make sure your video hits all the right points, follow this checklist:

Key points checklist:

- Have you clearly articulated how your project addresses each of the 3 scoring criteria (Transformational, Inspirational, Legacy)?
- Are your key points concise, clear and well-organised?

Visual support checklist:

- Do your visuals directly support and enhance the key points you're discussing?
- Are the visuals a strong representation of the overall project and proposal?

4. Tips for recording your video

- **Be clear and concise:** Focus on communicating your project's value in relation to the criteria.
- **Use visuals effectively:** Introduce visuals at the right moments in the video to illustrate your points, ensuring that they don't overshadow your narrative but rather complement it.
- **Keep to time:** Ensure your delivery is smooth and keep your presentation within the 5-minute limit.
- **Be engaging:** Speak clearly and confidently, emphasising how your project will positively impact the community and heritage site.

5. Things to keep in mind

- Your video should reflect **passion** and **commitment** to preserving and activating the heritage site.
- Balance **technical details** with storytelling to create an engaging narrative.
- Ensure you meet the technical requirements for submission (e.g., format, and resolution as specified by the Grant Guidelines).

By following these steps, you'll create a strong video presentation that clearly communicates the transformational, inspirational, and future-proofing aspects of your project, while visually supporting your proposal.

3

Application process

3 Application process

3.1 How to apply

One application form is required to be completed and submitted through [SmartyGrants](#).

It is recommended that you "preview" the application form to see the questions you will be required to answer and the items you will be required to attach, including quotes, photographs, letters of support.

You can only submit one application per individual [State Heritage Register](#) (SHR) item.

3.2 Application checklist

1. Verify eligibility:

- Confirm that your property or item is on the [State Heritage Register \(SHR\)](#) and obtain your SHR listing number.
- Ensure your SHR listing is for a single item, not multiple properties. Only one application per SHR item is allowed.

2. Ownership approval:

- If there are multiple owners or managers of the SHR item, determine who will be the applicant.
- Secure and provide evidence of owner/manager approval to apply for the grant and to deliver the project if successful.

3. Mandatory pre-lodgement service:

- All applicants must use Heritage NSW's [free pre-lodgement service](#) for advice on [Heritage Act 1977](#) approvals.
- Note that items listed on the SHR may require approvals under the [Heritage Act 1977](#) before any work begins. The approval process is separate from the grant application and can be initiated before or after you apply.
- Be sure to account for this approval process in your project timeframe and budget and include the cost of obtaining approvals in your grant budget.

4. Prepare supporting documents and video submission:

- Gather necessary documents such as quotes, photos, plans, evidence of support, permissions from owner(s), and any existing approvals.
- Determine if there is an existing Conservation Management Document and how this may support your project.
- Create a 5-minute video overview of your project that addresses the 3 key criteria: **Transformational, Inspirational, and Legacy**. This video component must be submitted as part of your application.

5. Funding requirements:

- Ensure you can meet the matched funding requirement for your applicant type.

6. Application completeness:

- Incomplete applications or those lacking sufficient information to assess eligibility will be deemed ineligible.

7. Using SmartyGrants:

- If you are new to [SmartyGrants](#), make sure you [register](#).
- All applications must be submitted online through [SmartyGrants](#), including any supporting documents and materials.

Reach out via phone on 02 9873 8500 or email heritagemailbox@environment.nsw.gov.au if you have any questions about project eligibility, using SmartyGrants or heritage approvals.

3.3 Support available to applicants

Heritage NSW

To help applicants prepare their application, additional information and resources, including frequently asked questions, will be available on the [Heritage NSW website](#).

For more information or clarification, contact Heritage NSW between 9:00am and 5:00pm Monday to Friday (excluding public holidays) on:

- Email: heritagemailbox@environment.nsw.gov.au
- Phone: (02) 9873 8500

SmartyGrants

For help with technical issues on the portal, or for login and user issues, contact SmartyGrants on:

- Email: service@smartygrants.com.au
- Phone: (03) 9320 6888
- Download the [SmartyGrants Help Guide for Applicants](#) or check the [Applicant Frequently Asked Questions \(FAQs\)](#).

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

Eligibility check

- A completeness check of your application will be conducted, ensuring it meets all eligibility criteria. Only complete and eligible applications will proceed.
- All applications submitted through [SmartyGrants](#) by the deadline will undergo an eligibility review.
- Late applications will not be accepted. It is recommended to submit well before the deadline to avoid technical issues.
- Supporting documents and material must be uploaded online with the application. Submissions via email or after the round closes will not be accepted.

Suitability check for eligible applications

- Eligible applications undergo a suitability review conducted by technical and heritage experts at Heritage NSW. This review ensures that the project methodology and proposed works are suitable for the SHR Item.
- If your works are identified in an existing Conservation Management Document, include this reference in your application. Supporting letters from your heritage specialist or tradespeople can also strengthen your submission.
- It is mandatory to have consulted Heritage NSW's [free pre-lodgement service](#) as part of this check.
- If deemed unsuitable, the application will be ineligible and will not proceed.

Merit assessment

- Applications will be reviewed by an assessment panel convened by the Department to ensure consistency in assessment. The assessment panel will consist of the Heritage Council's Grants and Sponsorship Advisory Committee (the panel). Each application will be assessed on its merit and compared to other eligible and suitable applications before a recommendation is made in writing by the panel to the decision maker.
- The decision maker is the Director Customer Service, Heritage NSW in accordance with Departmental delegations.
- The panel may also consider factors such as total funding available, suitability for other government funding, and alignment with NSW Government policies.
- Additional advice may be sought from NSW Government agencies or other sources, such as probity advisors.

Decision

The Director Customer Service at Heritage NSW will make the final decision based on the panel's recommendations. The Director will:

- decide which project to fund
- assign any special conditions
- determine if any projects will be placed on a reserve list.

There is no appeal process, and the decision is final.

4.2 Notification of application outcome

Notification

- You will be notified of the outcome of your application by 30 May 2025.
 - If unsuccessful, the Agency can provide feedback on your application.
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4.3 Publication of grants information

You should be aware that the name of the organisation/applicant, details of the project and the amount of funding allocated will be published online.

You should also be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)*. Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009 (NSW)* makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

5

Successful grant applications

5 Successful grant applications

5.1 Grant agreement and payment

Funding agreement

- The successful applicant will receive a funding agreement to sign electronically via [DocuSign](#).

Project commencement

- The successful project may commence from 1 July 2025, once the funding agreement is executed.
- The project must start within 3 months of signing the funding agreement and be completed by 1 May 2027.
- You will receive grant funding over a 2-year period which will be paid against the milestones as outlined in your funding agreement.
- By July 2025 you will receive 50% of the grant funding paid up-front once the funding agreement is executed. Another 40% will be split between progress reports.
- In May 2027, the Agency will review your outcomes achieved and expenditure to check all funding requirements were met, before paying the remaining 10% funding as a reimbursement. Full conditions for payment will be outlined in the funding agreement and its payment schedule.

5.2 Unspent funds

The Agency may require the grant recipient to return any unspent funds when a project is completed. If the grant recipient requests to use the funds to extend the scope of the project, the Agency may assess that request if it aligns to the objectives of the grant program. The Agency may require the grant recipient to provide supporting information, such as revised economic or social impact data.

5.3 Indicative reporting requirements and evaluation

Reporting and acquittal

The successful project must submit progress reports as follows:

- **Milestone 1:** Funding agreement entered into (July 2025).
- **Milestone 2:** Project commencement update on progress (by September 2025). All necessary approvals should be **applied** for by this time.
- **Milestone 3:** Progress update (March 2026).
- **Milestone 4:** Progress update (September 2026).
- **Milestone 5:** Final report due (1 May 2027). This must detail project outcomes and expenditure. An opening event may be scheduled between May to June 2027 to celebrate the activation.

In May 2027, the Agency will review your outcomes achieved and expenditure to check all funding requirements were met, before paying the remaining 10% funding as a reimbursement. Full conditions for payment will be outlined in the funding agreement and its payment schedule.

Heritage NSW or its representatives may visit the project at time to inspect progress, provide advice and support, or to promote the project's progress.

6

Additional information and
resources

6 Additional information and resources

6.1 Complaint handling

Any concerns about the Fund or individual applications should be submitted in writing to heritagemailbox@environment.nsw.gov.au

If you do not agree with the way the Agency handled the issue, you may wish to contact the NSW Ombudsman via ombo.nsw.gov.au

6.2 Access to information

Government Information (Public Access) Act 2009

You should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009 (NSW)*. Information that is deemed to be commercially sensitive will be withheld.

The *Government Information (Public Access) Act 2009 (NSW)* makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
 - encouraging government agencies to release as much other information as possible
 - giving the public an enforceable right to make access applications for government information
 - restricting access to information only when there is an overriding public interest against disclosure.
-

6.3 Ethical conduct

You must not participate in any anti-competitive conduct.

It is a condition of the grant program application process that no gifts, benefits or hospitality are to be made to any Agency employee at any time. Any inducement in contravention of this condition may result in your proposal not being considered.

6.3.1 Conflict of interest management

There may be a requirement for a conflict of interest declaration to be submitted with all proposals or in the application form.

Where a conflict of interest detrimental to the assessment process is identified, mitigation measures must be put in place, or an individual may be asked not to participate in the application, assessment, or delivery stage of the process.

6.3.2 Confidentiality

Funding decisions and assessment outcomes must be kept confidential until announced by the NSW Government. You will be required to provide a confidentiality undertaking. This means you must keep the outcome of the application process confidential until the NSW Government makes a public announcement.

Upon accepting a funding deed, details about the funding deed may be made publicly available (subject to information which the Agency deems to be commercial in confidence).

You must agree to not disclosing any confidential information pertaining to the grant program application, or funding deed, without prior written consent of the Agency.

6.4 Agency rights

The Agency may, in its absolute discretion, and without limiting any other right which the Agency may have, do all or any of the following at any time without giving notice or reasons:

- require additional information from an applicant
- change any of the requirements of these Guidelines
- alter or vary any process, procedure or timing related to the grant opportunity, including any process, procedure or timing regarding the consideration or the evaluation of any proposal or all applications
- suspend or terminate the grant opportunity
- negotiate with one or more preferred applicants without prior notice to any other applicant
- terminate any negotiations being conducted with any applicant
- readvertise for new applicants
- consider any non-conforming application
- terminate further participation in the grant opportunity by any applicant for any reason (including if the Agency reasonably considers an application to contain any false or misleading claims or statements)
- not proceed with any funding deed
- proceed with a funding deed in ways not contemplated in these Guidelines.

6.5 Intellectual property

All intellectual property rights in these Guidelines remain the property of the Agency. You are permitted to use these Guidelines for the purpose of preparing an application only. You must not use these Guidelines, or any information contained in these Guidelines for any other purpose.

Applications submitted in response to these Guidelines remain your property, unless otherwise agreed between

you and the Agency. You agree that the Agency may make copies and reproduce applications for any purpose related to the grant opportunity. In addition, the Agency will retain (electronic and hard) copies of all applications.

6.6 No offer

These Guidelines are not an offer, recommendation, or invitation by the Agency in respect of any contract or commitment and, subject to a funding deed being fully executed by the parties to it, nothing in these Guidelines will form the basis of any contract or commitment.

6.7 Addenda

The Agency may, in its absolute discretion, issue an addendum to these Guidelines. In each case, an addendum becomes part of these Guidelines.

6.8 Disclaimer

The Agency does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

The Agency recommends that you exercise care and use your own skill and judgment in using information from this publication and that you carefully evaluate the accuracy, currency, completeness and relevance of such information. You should take steps to independently verify the information in this publication and, where appropriate, seek professional advice.

These Guidelines are subject to change at any time at the sole discretion of the Agency.

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