

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

# NSW Heritage Grants Program

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2025-27 Local Government 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, Non-competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	<p><b>Total funding amount:</b> \$2,500,000 (ex GST) for Local Government Heritage Grants category</p> <p><b>Individual grant amounts:</b> \$25,000 (ex GST) per NSW local council</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><b>Email:</b> <a href="mailto:heritagemailbox@environment.nsw.gov.au">heritagemailbox@environment.nsw.gov.au</a></p> <p><b>Phone:</b> (02) 9873 8500</p>

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# 1

Overview of the grant

# 1 Overview of the grant

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## 1.1 Purpose and objectives

### **Purpose**

The 2025-27 Local Government Heritage Grants aim to support, promote and realise the values of locally significant heritage. This funding is for local councils who are best placed to understand their community and their connection to heritage.

### **Objectives**

The NSW Government is committed to supporting local councils to identify, conserve and promote heritage within their local government area.

This is a non-competitive funding round and eligible applicants can apply for a \$25,000 (ex GST) grant for initiatives that help identify, conserve and promote places or objects that have significance to the local area and community.

Most local councils will need to provide matched funding.

Successful projects must be delivered between July 2025 and May 2027.

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## 1.2 Grant value

### **Total value of NSW Heritage Grants Program**

\$8,500,000 (ex GST)

### **Total value of Local Government Heritage Grant category**

\$2,500,000 (ex GST)

### **Value of individual Local Government Heritage Grants**

\$25,000 (ex GST) per NSW local council.

## Co-contributions

The Agency uses Australian Bureau of Statistics (ABS) data to determine if your local council will need to provide a matched contribution. Matched contributions can be cash or in-kind and must not include reasonable rates for salaried staff. Funding from other NSW Government Grant programs cannot form part of your matching contribution.

### **These NSW local councils are required to provide matched contributions equivalent to or greater than \$25,000 (ex GST):**

Albury, Armidale Regional, Ballina, Bathurst Regional, Bayside, Bega Valley, Bellingen, Blacktown, Bland, Blayney, Blue Mountains, Bogan, Bourke, Burwood, Byron, Cabonne, Camden, Campbelltown, Canada Bay, Canterbury-Bankstown, Carrathool, Central Coast, Coffs Harbour, Coolamon, Cumberland, Dubbo Regional, Dungog, Eurobodalla, Forbes, Georges River, Goulburn Mulwaree, Greater Hume, Griffith, Hawkesbury, Hornsby, Hunters Hill, Inner West, Kiama, Ku-ring-gai, Lake Macquarie, Lane Cove, Lismore, Liverpool, Lockhart, Maitland, Mid-Western Regional, Mosman, Murray River, Murrumbidgee, Newcastle, North Sydney, Northern Beaches, Oberon, Orange, Parramatta, Penrith, Port Macquarie-Hastings, Port Stephens, Queanbeyan-Palerang Regional, Randwick, Ryde, Shellharbour, Shoalhaven, Singleton, Snowy Monaro Regional, Strathfield, Sutherland, Sydney, The Hills, Tweed, Upper Hunter, Upper Lachlan, Uralla, Wagga Wagga, Walcha, Warren, Waverley, Weddin, Wentworth, Willoughby, Wingecarribee, Wollondilly, Wollongong, Woollahra, Yass Valley and Unincorporated NSW.

### **These NSW local councils are not required to provide matched contributions:**

Balranald, Berrigan, Brewarrina, Broken Hill, Central Darling, Cessnock, Clarence Valley, Cobar, Coonamble, Cootamundra-Gundagai Regional, Cowra, Edward River, Fairfield, Federation, Gilgandra, Glen Innes Severn, Gunnedah, Gwydir, Hay, Hilltops, Inverell, Junee, Kempsey, Kyogle, Lachlan, Leeton, Lithgow, Liverpool Plains, Mid-Coast, Moree Plains, Muswellbrook, Nambucca Valley, Narrabri, Narrandera, Narromine, Parkes, Richmond Valley, Snowy Valleys, Tamworth Regional, Temora, Tenterfield, Walgett and Warrumbungle.

Source: Data obtained from Australian Bureau of Statistics Socio-Economic Indexes for Australia (SEIFA), 2021 - Table 1 Local Government Area (LGA) SEIFA Summary 2021 -Index of Relative Socio-economic Advantage and Disadvantage (updated 27 April 2023) is used to determine matched funding requirements.

# 2

Selection criteria

## 2 Selection criteria

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### 2.1 Eligibility criteria

#### 2.1.1 Applicant type

##### Eligible applicants

You are eligible to apply for the Local Government Heritage Grants category if you:

- are a local government entity in NSW (local council)
- hold at least \$20 million public liability insurance.

Please note, applicants 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. You will be asked to provide a copy of your certificate of currency when entering into a funding agreement.

##### Ineligible applicants

You cannot apply to the Local Government Heritage Grants category if you are *not* a local government entity in NSW (local council).

We 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

You can apply for funding for a range of services, products, projects and activities that:

- contribute to good management, identification, and conservation of heritage
- facilitate commemoration, promotion, celebration and participation in heritage.

If your project involves Aboriginal Cultural Heritage, you must show that the project has the support of the local Aboriginal community or communities, and how you intend to carry out appropriate consultation with them.

## Example of eligible projects

Below are examples of eligible use of funding for this grants category:

- preparing a heritage study, such as:
  - LGA wide heritage study or review
  - LGA wide Aboriginal cultural heritage study
  - LGA wide landscape heritage study
  - LGA wide archaeological management plan
  - LGA wide landscape management plan
  - heritage development control plan study
  - heritage signage strategy
  - heritage main street study
  - heritage tourism studies
  - other heritage studies.
- running a local heritage grants program to assist with conservation of privately owned heritage items listed on Council's Schedule 5 of their Local Environmental Plan (LEP)
- providing a Local Heritage Advisor service for the community
- obtaining specialist heritage advice
- interpreting or promoting heritage
- providing heritage training to council staff or community
- developing heritage tools.

## Ineligible projects

This grants category cannot be used for the below projects or activities:

- Aboriginal Cultural Heritage studies that do not demonstrate satisfactory engagement or consultation with local Aboriginal communities
- project works (excluding pre-planning) that commence before 1 July 2025
- establishment or ongoing management of a heritage committee
- construction of new buildings
- purchase or relocation of heritage items and buildings
- construction of commemorative monuments or headstones, plaques or memorials
- any work on council owned State or local heritage-listed items if the council is legally responsible for the maintenance and repair.

## 2.1.3 Project costs

### Eligible project costs

Below are examples of eligible project costs for this grants category:

- heritage consultant fees for heritage studies and similar
- local heritage advisor fees
- development and production of interpretation materials
- heritage training for council staff and community
- conservation works (labour and materials) for privately owned heritage items listed on Council's Local Environmental Plans (LEPs)
- costs for updating the State Heritage Inventory.

### Ineligible project costs

Below are examples of ineligible project costs for this grants category:

- any project works, purchases or commitments (excluding pre-planning) that occur before 1 July 2025
- ongoing Council employee positions or in-house project management by salaried staff. These instead should be treated as cash or in-kind contributions to the grant
- conservation works (labour and materials) on council owned State and local heritage-listed items if the Council is legally responsible for the maintenance and repair
- 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
- programs, festivals or events
- marketing, promotional campaigns or advertising
- co-contributions from other NSW Government grant programs.

## 2.1.4 Additional requirements

### Expected outcomes for the funded activity

The expected outcomes are:

- improved management, identification, and conservation of locally significant heritage
- wider commemoration, promotion, celebration and participation in locally significant heritage.

## 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 unforeseen circumstances.

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

## Additional eligibility requirements

All funded projects are expected to adhere to the below additional requirements.

- **Public disclosure:** The name of the council, details of the project and the amount of funding allocated will be published online.
- **Qualified personnel:** You must ensure that all projects are carried out by individuals with the appropriate expertise and qualifications.
- **Acknowledgement of funding:** Council must acknowledge NSW Government funding in all materials produced for the project.
- **Public access:** Any study funded by this grant must be made publicly accessible.
- **Media and publicity:** The Agency will request your written permission to use materials from your project - such as photos, videos, and documents – for media and promotional purposes.

For conservation works on privately owned heritage items, each property owner must:

- obtain any required approvals and permits under the *Heritage Act 1977*, *National Parks and Wildlife Service Act 1974* and/or local council planning and building requirements before commencing works
- seek the advice of a heritage specialist where necessary
- use suitably qualified and experienced tradespeople
- ensure all works meet appropriate heritage standards.

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## 2.2 Assessment criteria

The applicant must address the following assessment criteria:

### **1. Proof of Local Government entity**

Provide evidence that your organisation is a local government entity in NSW (local council).

### **2. Appropriate use of grant funds**

Demonstrate that the \$25,000 (ex GST) grant will be applied to eligible activities.

### **3. Public liability insurance**

Submit a copy of your council's certificate of currency for \$20 million public liability insurance.

### **4. Matched contributions (if applicable)**

Show council's ability to meet the matched contributions requirements, if it applies to your local council.

# 3

Application process

## 3 Application process

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### 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 documents you will be required to attach.

You can only submit one application per individual NSW local government council.

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### 3.2 Application checklist

#### 1. Clarify submission responsibilities

Confirm who will submit the application and manage the grant from the council. Your heritage advisor may submit the application on behalf of the council.

#### 2. Assess matched contributions

Determine if council can meet the requirement for matched funding contributions, if required.

#### 3. SmartyGrants account

Use your existing SmartyGrants account or register for a new one if this is your first time using the platform.

#### 4. Complete the application form

Answer all questions in the online application form thoroughly.

#### 5. Submit your application

Ensure that your application and all supporting documents are submitted through [SmartyGrants](#) before the closing date. Avoid waiting until the last minute.

#### 6. Application limit

Only one application per local council will be accepted.

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## 3.3 Support available to applicants

### Heritage NSW

To help applicants prepare their application, additional information including [frequently asked questions are on the Heritage NSW web page](#) (at the bottom of the page)

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](mailto: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](mailto: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

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### 4.1 Assessment of grant applications

#### Eligibility check

- The Agency will conduct a completeness check of your application, 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. The Agency recommends submitting 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.

#### Decision

- The Director Customer Service, Heritage NSW will determine each application.
- There is no appeal process, and the decision is final.

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### 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 council, 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.

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Successful grant  
applications

## 5 Successful grant applications

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### 5.1 Grant agreement and payment

#### Funding agreement

- Successful applicants will receive a funding agreement to sign electronically via [DocuSign](#).

#### Project commencement

- Successful projects 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.
- In May 2027, the Agency will review your outcomes achieved and expenditure to check all funding requirements were met, before paying the remaining 50% funding as a reimbursement. Full conditions for payment will be outlined in the funding agreement and its payment schedule.

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### 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.

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## 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:** Progress update (March 2026).
- **Milestone 3:** Final report due (1 May 2027). This must detail project outcomes and expenditure.

In May 2027, the Agency will review your outcomes achieved and expenditure to check all funding requirements were met, before paying the remaining 50% funding as a reimbursement. Full conditions for payment will be outlined in the funding agreement and its payment schedule.

The Agency 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

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### 6.1 Complaint handling

Any concerns about the Fund or individual applications should be submitted in writing to [heritagemailbox@environment.nsw.gov.au](mailto: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](http://ombo.nsw.gov.au)

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### 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:

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  - 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.
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### 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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.

© State of New South Wales through the Agency, 2024. The information contained in this publication is based on knowledge and understanding at the time of writing November 2024. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Agency or the user's independent adviser.