

The Heritage Grants Program Guideline 2023-24



Cover photo: Heritage Grant Recipients

The Heritage Grants Program Guideline

This guideline includes information about:

- Who can apply/eligibility
- Projects that are eligible for funding
- The amount of funding that is available
- The assessment process
- Information for successful applicants

To make an application to the Heritage Grants Program, read this guideline and ensure that you meet the eligibility requirements. This document should be read in conjunction with the application forms and related templates, which are available through GrantsNT once the grant is open. If you have any questions about information within this guideline and would like to discuss your project, please contact the Heritage Branch.

GRANTS NT

The Heritage Grants program is administered through GrantsNT, the NT Government's online grants management system. To apply for this program, go to grantsnt.nt.gov.au.

If you are a first time user you will need to register to create an account and setup an individual or organisation profile.

Note: Individuals that have an ABN must create an organisation profile. The GrantsNT website has a comprehensive help section to guide you. Starting with the GrantsNT Introduction section is highly recommended as it will give you a good overview of the system. If you are unable to resolve an issue after consulting the help section, contact the Heritage Branch for support.

Contact:

Heritage Branch
Heritage.Branch@nt.gov.au
08 8999 5039

The Heritage Branch

The Heritage Branch works with the community to conserve the unique and diverse heritage of the Northern Territory. The Branch supports the Heritage Council, provides advice about heritage management, promotes heritage, encourages good conservation practice, oversees the NT Heritage Grants Program and the Rates Relief Program, and works with other government departments to conserve government-owned heritage assets.

The Heritage Grants Program

The Heritage Grants Program encourages conservation and management of the Northern Territory's declared heritage places and objects including Aboriginal archaeological places. The program is administered by the Heritage Branch in the Department of Territory Families Housing and Communities.

The Heritage Grants Program helps owners of declared heritage places and objects, including Aboriginal archaeological places, to undertake:

Physical conservation projects such as structural stabilisation, masonry repairs, cladding repairs, roof repairs, watertightness and mitigation of damp. Projects that plan for, or implement, restoration of declared heritage places or objects in line with sound heritage conservation plans and principals. Projects that respond to natural disaster mitigation measures that consider the heritage values of the place.

Research and documentation for the preparation of conservation management documentation, such as Conservation Management Plans, Conservation Management Strategies, Archaeological Management Plans, Cultural Landscape Management Plans and Disaster Preparedness Plans. The preparation of scopes of work and building condition assessments for conservation works can also be assisted under this program and can be applied for as a documentation-only project or in conjunction with physical building work. Research may include the recording and mapping of sites protected under the *Heritage Act 2011* (the Act) or are of high archaeological significance.

Interpretive projects assisting in the interpretation of heritage places and objects. Projects can involve the preparation of an interpretation plan or for the implementation of an established interpretation plan. Audio-visual interpretation experiences, interpretive signage, heritage tourism products and other creative projects that tell the story of a heritage place or object can be supported. These projects can assist with promoting an understanding of heritage values, create strong engagement with the community and increase access to heritage.

Priority for funding is given to places and objects on the Northern Territory Heritage Register and Aboriginal archaeological places. Funding assistance may, however, be available for places and objects that are not declared on the Northern Territory Heritage Register, or are not Aboriginal archaeological places, but have heritage significance.

Visit the Northern Territory Heritage Register or contact the Heritage Branch for further information.

Useful to know before applying;

- Is my place or object on the NT Heritage Register or an Aboriginal archaeological place?
- Are there any existing conservation management planning documents for the place or object?
- Are there any existing interpretation plans for the place or object?
- Who will provide professional heritage advice for the project?
- How will the outcomes of my project benefit the community?
- How can the story of my heritage place or object be shared with the community?
- Have I discussed my idea with relevant stakeholders?

Heritage Grants Program process

Pre-application period

- Get advice from a heritage professional or the Heritage Branch about your project
- Consider required resources for your project e.g. tradespeople, specialists or materials
- Consider the cost and timeframes for works and develop a project plan and budget to show how the project will be achieved
- Consider what approvals and/or permits will be required for your project

Applications open

Application forms are available through GrantsNT and guidelines are published on the Heritage Branch's website.

- Get quotes for the project
- Go through the guideline, application form, and templates
- Check eligibility requirements

- Confirm involvement of relevant stakeholders
- Speak with us about your project - contact the Heritage Branch by telephone (08) 8999 5039 or by email: Heritage.Branch@nt.gov.au
- Prepare your project plan/budget

Applications close

- Make sure your application is complete and all attachments are uploaded
- Submit your application before the closing date and time

Applications are assessed

Applications are reviewed against the eligibility criteria (see below) before being assessed by the assessment panel.

- You may be contacted for additional information to support your application. Be sure to supply this as soon as possible so it can be included in the application.

Recommendations are made

The Heritage Council assesses applications. Recommendations are then made to the Minister who makes the final decision under the Heritage Grants Program.

- Be patient while applications are assessed and recommendations made – this process can take between 6-12 weeks
- Maintain contact with your trades and/or heritage professionals and let us know of any changes

Minister's announcement and grant offers

All applicants are notified about the results of their application. Grants will be offered by a letter of offer via email.

- Review and sign your agreement as soon as possible
- Submit any additional information requested

Grant agreement

Successful applicants are required to sign a grant agreement with the Northern Territory Government. Projects cannot start until the agreement has been signed by both parties. Any work undertaken prior to a signed grant agreement is ineligible for support.

- Project cannot start until the grant agreement has been signed by both parties and until you have received all relevant required approvals
- For conservation work or the installation of interpretative elements, apply for Heritage Council approval and other approvals as required
- Review your project plan and budget and discuss plan for the works to begin with your heritage professional and/or trades.

Project delivery

Applicants are required to meet reporting requirements outlined in grant agreements.

- Work with the Heritage Branch or your heritage professional to ensure the project is consistent with accepted heritage practices and you have relevant approvals
- Submit information on time and use the forms provided as required
- Invoices must be paid and evidence of payment provided with your reports/acquittal.
- When requested, provide updates to the Heritage Branch on your project
- Review your project plan and budget to make sure your project stays to schedule. If there are unavoidable project delays, contact us as soon as possible to discuss an extension

Project completion

The project must be completed by the completion date specified in the grant agreement or as otherwise varied in consultation with Heritage Branch.

- Work with your heritage professional and or trades to record and report your project for acquittal, including remittance notices for paid invoices
- Think about ways to showcase your completed project

Applicant eligibility

Applicant eligibility requirements are outlined as follows. Please make sure you are eligible before submitting an application. If you are unsure if you meet the criteria please contact us.

To be eligible for the Heritage Grants Program applicants must be the owner* or have the authorisation of the owner of the place or object.

Ineligible applicants:

The following are not eligible to apply for funding:

- Local governments
- Australian Government agencies
- NT Government agencies
- Applicants with an overdue acquittal under GrantsNT (across all government agencies)

Project eligibility

Eligible projects meet **one or more** of the following criteria outlined below:

- a) Conservation works to stabilise a place or object; and/or
- b) Conservation works that are required to protect significant fabric of a place or object; and/or
- c) Research and documentation for preserving, protecting and managing a place or object; and/or
- d) Interpretation and/or provides education initiatives that will help the public understand the heritage values of a place or object; and/or
- e) Recognises the diverse heritage of the Northern Territory; and/or
- f) Promotes public engagement with the heritage of the Northern Territory; and/or
- g) Research about a place or object already protected under the *Heritage Act* or is historically significant to the Northern Territory.

Projects that are not eligible for funding include:

- New construction or repairs to structures that are not of heritage significance
- Demolition of significant fabric
- Removal of significant fabric without appropriate like-for-like reinstatement or without approval
- Purchase of land or buildings
- Administrative costs and regulatory fees and charges
- Festivals and events
- Food and beverage
- Portable items or equipment
- Travel
- Works that have commenced prior to a signed grant agreement
- General maintenance (e.g. cleaning, pruning)
- Works claimable or claimed under an insurance policy
- Ongoing operational or management costs (e.g. staff salaries, ongoing energy costs, ongoing consumable costs)

If you are unsure about the eligibility of your project please contact Heritage Branch for assistance.

Assessing applications

Eligible applications are scored against the following to ensure they are consistent with the objectives of the program:

- Demonstrates best practice heritage outcomes
- Demonstrates consistency with *Burra Charter* principles
- Shows a sound understanding of the cultural heritage significance of the place or object, including relevance and applicability to the Statement of Heritage Value
- Demonstrates capacity and commitment to project delivery using suitable qualified heritage professionals, consultants, project plan and budget
- Demonstrates value for money
- Is compliant with previous grant agreements (where applicable)
- Demonstrates a clear and measurable community benefit
- Demonstrates engagement with local community, volunteers and trades during project delivery
- Facilitates heritage promotion, education, or tourism

Assessment of applications may include a consideration of whether the project:

- Constitutes urgent or essential works to conserve, preserve or stabilise significant heritage fabric or values, with priority given to urgent works to address 'at risk' elements
- Demonstrates use or application of traditional trade skills
- Demonstrates sound problem solving
- Demonstrates future management considerations of the place or object
- Reactivates or makes accessible a heritage place or object, or contributes significantly to its future reactivation, for the purposes of heritage tourism, public benefit, and/or inclusive access.

Funding and application Contributions

Total program funding will be shared between successful applicants.

There is no minimum grant and funding of up to \$20,000, for each project is possible, but applicants may not be granted the full amount in the case of a successful application.

In developing a project plan/budget, consider planning the delivery of your project in a number of stages and demonstrate if other funding is required to complete the project.

Heritage professionals

All projects should consider engaging a heritage consultant or heritage professional (as applicable). The intent of this is to ensure funding provided under the program is utilised in accordance with best practice models, and heritage outcomes are maximised. Fees for consultants and professionals should be included in your application. If you are unsure whether a heritage professional is required please contact us to discuss.

Trades and services

Applicants are responsible for ensuring that the contractors selected to deliver works for a project have expertise and experience in delivering heritage conservation works in accordance with best practice standards. For some conservation works, the use of contractors that have traditional trade skills is encouraged and may in fact be deemed necessary, at the discretion of the Heritage Council

Applicants must make their own assessment of a business' or individual's capability to carry out work before selecting them. As part of this assessment, applicants are advised to ensure contractors are licensed to undertake the work, carry valid insurance and that the work is covered by a standard building contract where applicable.

Approvals and permits

Projects undertaken in the Heritage Grants Program are not exempt from statutory approvals or permits. An approved grant agreement does not give permission for works to be undertaken that are subject to statutory approvals and permits.

For physical works projects, heritage approvals, development approvals and building permits may be required.

The Heritage Council's approvals process is outlined on the Heritage Branch's [website](#).

If you are successful in your application you must use it for the approved purpose. And acknowledge grant funding from the NT Government where applicable.

If you are unsure if your project requires approvals or permits, talk to your trades and/or heritage professionals or contact the Heritage Branch to discuss the works.

Project timing

All projects should be completed within timeframe stated in the grant agreement. Applicants should carefully consider their ability to complete projects within this timeframe prior to applying for the program.

Projects are required to follow the steps below. Project timelines must be agreed to prior to signing the grant agreement. Extensions of time may be considered during the project and the timeframe revised.

Approvals

Attain approvals (if applicable) from the Heritage Council (and other requires authorities) prior to works commencing.

Reports (as requested)

The applicant may be required to submit a progress report/s or material associated with the project as stated in the signed grant agreement.

Acquittal

The applicant is required to submit a final project report and evidence of project completion in accordance with the provided acquittal report template.

Inspections (as requested)

The Heritage Branch may undertake inspections and confirm the work has been carried out to an appropriate standard before a project is acquitted.

If you have any queries about the program or require assistance preparing your application, please contact the Heritage Branch via HeritageGrants@nt.gov.au or (08) 8999 5039.