



NSW Transport Heritage Grants Program 2019 Guidelines

1. Introduction

The Transport Heritage Grants Program (the Program) is a NSW Government funded program, administered by the Royal Australian Historical Society (RAHS), and supported by Transport Heritage NSW (THNSW).

The purpose of this document is to assist prospective grant applicants in understanding the scope of this program, their requirements in submitting a grant application, and their responsibilities if they are awarded a grant.

2. Program objectives

The Program aims to help the NSW community rediscover the culture, the events and the people that shaped transport in NSW over the past 160 years, as well as support the restoration and conservation of our valuable heritage assets (including buildings, rolling stock, vehicles, museum objects and collections).

The Program runs on an annual basis to assist eligible organisations and individuals with rail, tram and bus related heritage activities as outlined under 'eligible projects' below.

3. Applicant eligibility

Depending on the type of project (see below), the following are eligible to apply for grants:

- **Organisations:** Bodies corporate that are not-for-profit or charitable institutions with transport heritage and/or NSW heritage or history as their primary objective and purpose; OR
Section 355 committees of a NSW local council with transport heritage and/or NSW heritage or history as their primary objective and purpose, where the local council is essentially auspicing a community group
- **Individuals:** Members of Transport Heritage NSW.

4. How to apply for the 2019 Program

Applications for the 2019 program close 5:00pm, Tuesday 6 August 2019

Electronic copies of the application forms are available on the RAHS website. Hard copies of the application form are available from RAHS on request.

Applicants are encouraged to submit applications by email to grants@rahs.org.au.

Applications can also be submitted by post to:
NSW Transport Heritage Grants Program Coordinator
Royal Australian Historical Society
133 Macquarie Street
Sydney NSW 2000

Completed application forms and all required supporting documentation must be received by RAHS by the closing date. Incomplete applications will not be considered. All applicants will be emailed confirmation of receipt of their application by RAHS.

5. Eligible projects

Restoration, reconstruction or preservation of a heritage transport item (available for eligible organisations only)

This category comprises projects which directly involve the restoration and/or conservation of transport heritage assets (including buildings, rolling stock, vehicles, museum objects and collections) which are not eligible for other Government funding administered by THNSW.

- All necessary approvals to conduct the works must be acquired prior to submitting your application and relevant evidence provided.
- If the project relates to a heritage asset owned by the applicant, you must provide proof of ownership with your application.
- If the project relates to a heritage asset not owned by the applicant, you must include evidence of approval from the owner to conduct works in line with that agreement with your application.
- If the project relates to an operational asset, you must provide evidence of accreditation by the relevant Regulator (e.g. National Rail Safety Regulator).

Education, publication or interpretation of an event, item/s or person/s that will promote heritage transport (available for eligible organisations only)

This category comprises projects which involve educating the community about transport heritage or the operation of transport heritage passenger services e.g. programs promoting the history and/or facilities of the group to local schools and/or community groups; and/or programs designed for local schools which are developed in conjunction with educational staff, have the written support of local education authorities and contribute to the history curriculum delivered by the school. Outputs include books, pamphlets, exhibitions and public programs.

Study, consultation, report or review that will assist in managing a heritage transport place or item (available for eligible organisations and individuals)

This category comprises conservation management plans, statements of significance and heritage management plans.

The following types of projects will NOT be funded under the program:

- Project milestones that are deemed to be unviable for completion within the allocated timeframe
- Projects and/or organisations deemed to be unsustainable
- Projects that present an unacceptable health or safety risk
- Projects involving assets or activities which receive other NSW Government funding
- Track and infrastructure projects
- Reprints of print interpretation (unless there has been additional research and substantial revision)
- Retrospective funding for projects already completed or underway
- Normal administrative expenses and running costs
- Travel expenses
- Training expenses
- Non-heritage activities, including: non-heritage commercial projects, display of non-heritage assets in museums, hire of museums for commercial activities, provision of uniforms

6. Funding

Applications for smaller Grants are encouraged.

Grants will be assessed on their needs and merits; however it is unlikely that grant amounts awarded would exceed \$15,000 (GST inclusive).

In exceptional cases, projects may be granted for larger amounts. It is advised that applicants discuss their application for a larger amount with RAHS prior to lodgement. The upper limit of funding available for any one project is \$55,000 (GST inclusive) and a maximum of one grant of this size may be awarded each funding round.

Applicants are able to submit as many applications as they would like. However, an upper limit of three applications per applicant can be funded under the program, so please consider your priorities before commencing an application.

Payments for grants will be made in one lump sum to cover the funding period. In exceptional instances, and on a case-by-case basis, when a Grant is awarded for a larger amount, staggered payments may be considered.

Applicants are encouraged to consider co-funding and matching the requested grant amount for their nominated project/s. A detailed breakdown of the matched grant should be included with the completed application form including how you/your organisation will also contribute funding to the project, in cash and/or volunteer time.

Joint submissions are encouraged from eligible organisations and/or individuals.

7. Timeframe

Grants will be awarded to cover a twelve-month period. All grant activities must be undertaken during the grant period to be eligible.

8. Assessment process

Applications will be assessed against the selection criteria by an assessment panel made up of one heritage asset specialist from THNSW, one government policy subject matter expert from Transport for NSW and a heritage research and publications specialist from RAHS.

Each project application will be evaluated on its merits against the following selection criteria:

- The project's transport heritage significance
- The project's quality, including its aims, content, rationale and likely benefit
- The project's relevance and usefulness to its target audience and to the community more generally
- The project's viability, including planning, availability of resources, sustainable governance, financial planning and administration
- Sustainability of the applicant, including capability and capacity of the applicant to deliver the project (evidence of past project delivery success)
- Consideration of community participation and engagement with the project

Information about the status of applications will not be released until all applications have been assessed and final decisions reached.

The Independent Funding and Advisory Panel (IFAP) will approve the grants based on: the assessment panel recommendations and, in cases of extreme pooling of funds in one area of the State, the overall distribution of grant funding both across the State and over time.

Restoration and conservation projects - additional requirements

Applications for restoration and conservation projects must include additional details regarding:

- Ownership of the asset/s
- Heritage value of the asset/s
- Overall condition of the asset/s
- Use and purpose of the asset/s

9. Conditions for successful Grants

Formal acceptance

Recipients must sign a duplicated official notification letter from the RAHS detailing the terms and conditions of the Grant, and return one signed copy of the letter and terms and conditions to the RAHS. Payment cannot be made until the RAHS receives the signed copy. This signed copy must be received by the RAHS by the date stated in the official notification letter or the offer of the Grant may be withdrawn without further notice.

Purpose of the Grant

Projects must be completed as outlined in the original application, or as per the agreed scope alterations (refer to *Alterations to the Project*). Funds must be expended and project milestones completed by the Project Completion Date set out under Key Dates.

A Statement of Expenditure, including receipts, must be provided with the end of project report for all applicants. If the Grant is awarded to an organisation, receipt of the Grant must also be shown in the organisation's annual financial statement.

If at the completion of the project any funds remain unexpended the recipient is required to return the funds. In exceptional circumstances approval may be given based on a written proposal for the funds to be used to extend the original scope of the project. If approval is not given or should the recipient choose not to use any remaining funds, the recipient undertakes to return these as directed within three weeks of the Project Completion Date.

Alterations to the project

The RAHS will detail the terms and conditions of the Grant, including any required modifications to the original project application, in the official notification letter. Any other significant alterations to the original application must be submitted via the RAHS for approval.

Termination of the Grant

The Grant may be terminated if the conditions of the Grant are not observed. If the Grant is terminated, the recipient undertakes to return any unexpended funds as directed within three weeks of receiving the notification.

If funds have already been spent, these should be disclosed to RAHS (for example, materials to the total value of the grant which have been pre-purchased at the outset) and a determination will be made on whether the recipient is required to reimburse the Grants Program for these funds.

Reporting and Acquittal

Grant recipients must provide progress updates every 3 months (restoration and conservation grants and larger grants) or 6 months (smaller research and education grants) or as requested by RAHS. These reports should detail how the Grant is being spent, any areas of difficulty being faced and initiatives made possible by the grant. RAHS will advise grant recipients when this information will be required.

Upon completion of the project, all recipients will be required to provide a full report, including proof of the successfully completed project and/or final milestone in the end of project report in the form of photographic evidence (for *Restoration and Conservation* and *Education* projects) or a copy or link to the final innovative digital or print interpretation for Research and Publication projects.

Acknowledgment and publications

In the case of publication, a copy of the publication, microfilm, digital file etc. must be deposited in the RAHS library. Audio-visual projects must comply with Australian copyright law.

In all publications, microfilms or digital copy relating to the funded projects, recipients must acknowledge the financial support received from the NSW Government in the manner advised at the time a grant is awarded.

TfNSW will hold a non-exclusive, royalty free, perpetual, irrevocable licence (including the right to grant sub-licences) to use, reproduce, publish, electronically transmit, electronically distribute, adapt, modify or otherwise deal with any intellectual property created in connection with the

Grant for non-commercial purposes. This is to ensure the grant program has the ability to best achieve its objective of ensuring future generations can enjoy the State's heritage and values.

Publicity

RAHS must be informed, in advance, of any media coverage or publicity generated by funded projects.

You must extend an invitation to a government representative, via the RAHS, to any launch or public event associated with the funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.

Risk management

Grant recipients are responsible for managing their project, including any staff, volunteers, or third parties, in line with all relevant laws and regulations, including relevant work health and safety legislation. This includes taking sole responsibility for any liabilities and risks arising from delivering the project outputs.

Grant recipients are solely responsible for ensuring that any outputs from their project are fit for their intended purpose, including obtaining any certification etc. that may be required at law. Grant recipients must hold appropriate insurance for the type of project intended.

10. Further enquiries

For further information or to request an application form and/or assistance with completing an application please contact the RAHS Grants Coordinator:

Tel: 02 9247 8001

Fax: 02 9247 7854

Email: grants@rahs.org.au

Website: <http://www.rahs.org.au/grants/transport-heritage-grants-program/>

Mail: Royal Australian Historical Society

133 Macquarie Street

Sydney NSW 2000

11. Key dates

Activity Date

Opening date for applications July 3 2019

Closing date for applications 5:00pm on August 6 2019