



Transport Heritage Grants Program 2021 Application Form

Application Deadline: 10 August 2021 at 5pm.
IF COMPLETING BY HAND PLEASE USE BLOCK CAPITALS

APPLICANT INFORMATION

1. Applicant Details

Name of applicant

(in the case of Organisations, ABN Registered Name)

Name and position of Authorising Officer for this grant

(in the case of Organisations, Chair/GM/CEO etc.)

Address

(in the case of Organisations, ABN Registered Address)

Mailing address

Phone number

Email

Website

ABN/ACN

Are you registered for GST?

Are you registered as a not-for-profit organisation?

Best time to contact you: (e.g. Mon-Fri, 10am-4pm)

Year your organisation was formed

Number of volunteers in the organisation

Average yearly visitation/ticket sales (an estimate is acceptable)

2. Eligibility

Individuals

I am a Member of Transport Heritage NSW

Yes

No

If yes, what type? _____

NOTE: Individuals who are not members of THNSW are ineligible. If you are applying as an individual and you are not a member of THNSW, you must be approved as a member prior to submitting your application form.

Organisations

My organisation has heritage transport and/or NSW heritage or history as one of its objects or purposes

Yes

No

Note: you must provide a copy of your constitution. Organisations must have transport heritage and/or NSW heritage or history as one of their constitutional objects in order to be eligible.

Insurance

Do you have the relevant insurance for your project?

Yes

No

If yes, what type of insurance policies do you hold? _____

Ownership

Are you the legal owner of any asset or intellectual property to be used in this project?

Yes

Please attach evidence of ownership to this application

No If no, the legal owner is _____

Please attach evidence showing the relationship between the grant applicant and the asset/intellectual property to this application (e.g. lease, custody management agreement) or a copyright consent form available under THNSW grants on the RAHS website.

Do you have approval from the legal owner to undertake the project?

Yes

Please attach evidence of approval

No

Project is ineligible for funding

PROJECT INFORMATION

Responses may be provided separately from this application form if required. Please advise under each question if the response is provided elsewhere.

3. **Project Title:** _____

4. **Grant amount requested:** _____

Note: This is the GST inclusive amount.

5. **Project Category:**

Note: see application guidelines for explanation of categories

- Restoration, reconstruction or preservation of a heritage transport item (building, infrastructure or movable)
- Exhibition, interpretation, education or publication relating to heritage transport
- Study, consultation, report or review that will assist in managing a heritage transport place or item (conservation management plans, statements of significance, heritage management plans)

6. **In no more than 500 words, please describe your project (include an image if appropriate).**

7. **In no more than 500 words, please outline the aims, rationale and intended outcome/s of the project:**

8. **In no more than 500 words, describe how this project will promote understanding, engagement or improve the management of heritage transport in NSW:**

9. **In no more than 500 words, please outline how your project will be relevant and useful to your target audience, and/ or benefit the community or the preservation of heritage transport in NSW:**

10. **In no more than 300 words, please outline how you will measure the success of your project.**

11. **In no more than 500 words, please outline where and how you will undertake the project, including an overview of your planning, governance and administration capacity for the project to ensure its successful completion:**

12. **In no more than 500 words, please outline your / your organisation's expertise, experience, capacity, and viability to manage the proposed project successfully to completion:**

Please attach evidence as appropriate, including accreditation, safety management systems, annual reports, letters of support, CVs etc.

13. **In no more than 500 words, please outline how the community will participate in or engage with the project:**

TIMEFRAME AND KEY MILESTONES - Project viability

Responses may be provided separately from this application form if required. Please advise under each question if the response is provided elsewhere.

14. Anticipated grant project dates (approximate Month/Year):

Note: activities for which grant funding is sought must start after October 2021 and be completed before November 2022

Start Date : _____

End Date : _____

15. Target milestones for the grant project:

Note: You are only required to list milestones associated with your grant request. If providing a separately prepared project plan, please ensure all the information requested below is included.

#	Project milestone	Critical path tasks	Time estimate	Expected completion date
1				
2				
3				
4				
5				
6				

16. Is this grant project part of a larger overall project or series of projects or dependencies?

- No stand-alone project
- Yes If yes, please provide summary details of the larger project so that your grant request can be understood in context:

17. If your grant project is part of a larger project or body of work, please outline how you/your organisation intends to fund the rest of the work.

PROJECT BUDGET AND FUNDING SOURCES - Project viability

18. Please provide a full budget by funding source, including estimated in-kind contributions:

Note: If providing a separately prepared budget, please ensure all the information requested below is included.

Task, activity or materials	Grant funding contribution (including GST)	Other funding contribution (include source)	TOTAL project costs
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$
Total (including GST)	\$ total grant funding requested	\$	\$

19. What is the estimated value of labour required (paid and volunteer)?

Note: The recommended estimated equivalent rate for volunteers is \$25/hour if no other value is available.

Role description	Role type (paid / volunteer)	Estimated hours	Hourly rate (actual / estimate)	TOTAL labour costs

20. Has you/your organisation received any other grants in the last two (2) years?

- No
 Yes

If yes, please provide details for other grants:

Grant source:		
Year:		
Amount:		
Project description:		
Successful project completion (Yes/No):		

21. If you are not successful in your current application, how do you intend to continue with the project?

RESTORATION, RECONSTRUCTION AND PRESERVATION PROJECTS - Additional questions

22. Is the asset listed on the NSW State Heritage Register or Inventory (SHR or SHI)?

Yes The SHR / SHI number is: _____

No

23. Please describe the heritage significance of the asset/s

Information on how to answer this question is available in the "Understanding Heritage Significance" section under THNSW grants on the RAHS website

24. Please describe the overall condition of the asset/s

Information on how to answer this question is available in the "Understanding Heritage Significance" section under THNSW grants on the RAHS website

25. Please list a scope of work to the asset/s, including which part/s are included in this project and the evidence and research you are using to inform the work.

List drawings, documents, photographs or physical evidence (such as existing fabric) to support each item.

26. Please outline any additional approvals external to you/your organisation required for this work.

Please attach evidence that you have obtained these. Only projects that have already received the necessary approvals prior to application will be eligible.

27. Please outline the intended use of the asset/s after the project is completed.

(Commercial/ heritage/ tourism/ community operations, museum display, public landmark etc.)

28. Please outline any ongoing maintenance requirements following the completion of this project, and how you will manage these.

29. Please outline the heritage impact of your project on the heritage item.

SUPPORTING ATTACHMENTS

- Organisation's constitution:** you must provide the objectives, constitution and/or rules of your organisation showing transport heritage and/or local history and heritage as one of its objects.
- Organisation's current Strategic Plan**
- Proof of insurance:** you must provide evidence of any insurance policy/s you have for Public Liability, Professional Indemnity, Workers' Compensation or other policy relevant to your project.
- Proof of applicant capacity and sustainability:** Annual reports, letters of support, CVs etc. as appropriate.
- Proof of ownership/ relationship to the asset:** if applying for Restoration, Reconstruction and Preservation Project you must provide evidence of your ownership of or your relationship to the asset (e.g. licence, CMA, other).

- Proof of approval to commence work:** if applying for Restoration and Conservation Project you must provide evidence that all necessary approvals to commence work (e.g. from the asset owner, from your local council) have been received prior to submitting this application.
- Proof of safety accreditation and capability:** if applying for a Restoration, Reconstruction and Preservation Project that relates to an operating rolling stock asset, please provide evidence of safety accreditation by the relevant Regulator (National Rail Safety Regulator etc.). On request, you may need to provide a copy of your safety management system.
- Supporting images:** as appropriate (please provide source information/attribution for all images).

Note: Incomplete applications or applications without the required supporting information are ineligible and will not be assessed.

APPLICANT DECLARATION

In submitting this application, I acknowledge that I have read and understood the Application Guidelines for the Transport Heritage Grants Program, and I understand that information in my application may be disclosed to RAHS, THNSW, reviewers and staff assisting with the administration or promotion of this grant program, and members of Parliament and their staff for promotional purposes.

If applying on behalf of an organisation, I confirm that I have the appropriate delegation to do so.

Applicant name, signature and date

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