Transport Heritage Grants Program
2023 Application Form

IF COMPLETING BY HAND PLEASE USE BLOCK CAPITALS
Application Deadline: 8 August 2023

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/CAN: _____

Are you registered for GST?   Yes   ☐   No   ☐

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

Yes   ☐   No   ☐

Best time to contact you: (e.g. Mon-Fri, 10.00am-4.00pm): _____

Year your organisation was formed: _____

Number of volunteers in the organization: _____

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

2. Eligibility

Individuals

I am a Member of Transport Heritage NSW

Yes. ☐   I am applying in partnership with (organisation name):   _____

No ☐   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, membership information can be found here.

Organisations

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

Yes   ☐

No   ☐

If yes, what type? _____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.

1. **Project Title:** _____

2. **Grant amount requested (Inc GST):** _____

3. **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)

☐ Audience development, accessibility, and inclusion.

4. **Describe your project (include an image/s if appropriate) (no more than 500 words):**

5. **Outline the aims, rationale and intended outcome/s of the project (no more than 300 words):**

6. **Describe how this project will promote understanding, engagement or improve the management of heritage transport in NSW (no more than 200 words):**

7. **Describe How the project will be relevant and useful to your target audience and/or membership (no more than 200 words):**

8. **Outline how your project will benefit or inform the wider community regarding heritage transport in NSW (no more than 200 words):**

9. **What steps will your organisation take to promote the project and engage the community with the project/item/outcome (no more than 200 words):**

10. **Outline how you will measure the success of your project (no more than 200 words):**

11. **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 (no more than 200 words):**

12. **Outline your / your organisation's expertise, experience, capacity, and viability to manage the proposed project successfully to completion (no more than 300 words):**

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

13. Outline how the community will participate in or engage with the project (no more than 300 words):

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 2023 and be completed before December 2024

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? (no more than 100 words)

RESTORATION, RECONSTRUCTION AND PRESERVATION PROJECTS - ADDITIONAL QUESTIONS (Questions 23-31)

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

☐ Yes   The SHR / SHI number is:

☐ No

For statutory listed items (Nationally, State or locally listed) please provide:

- evidence of relevant approvals from the relevant authority (e.g. S60 Fasttrack or S60 application from the Heritage Council)and/or
- advice about the exemption/s the works are proposed to be done under and if you have undertaken associated assessments to determine the proposed works meet the exemption/s.

23. Describe the heritage significance of the asset/s considering the following:

Include, where appropriate:
- *The heritage significance of the item*
- *The significance of the fabric or components of the project.*

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

24. Describe the relevance of this project to your organisation and/or the transport heritage sector:

Include where appropriate:
- *The meaning or value of your organisation completing this work*
- *The impact of the project to the wider sector*

25. 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.

26. 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.

27. 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.
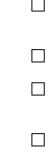
28. Outline the intended use of the asset/s after the project is completed.

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

29. Outline any ongoing maintenance requirements following the completion of this project, and how you will manage these.

30. Outline the heritage impact of your project on the heritage item.

SUPPORTING ATTACHMENTS (all categories)

☐ **Organisation's constitution:** detailing 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:** 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* 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, Reconstruction and Preservation Project* 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.

☐ **Letter of support:** from relevant stakeholders

☐ **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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