NSW Transport Heritage Grants Program
2025 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 the Program, the requirements in submitting a grant application, and recipient responsibilities.

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 170 years, as well as support the restoration and conservation of, and access to 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 mass transport related heritage activities as outlined under 'eligible projects' below.

3. Applicant eligibility

Depending on the type of project (see section 5), the following are eligible to apply for grants.

Organisations: NSW or ACT[1] based 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.
Individuals:
Individuals that are members of Transport Heritage NSW may apply in the following categories but only in partnership with an eligible organisation:

- 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 (e.g.: conservation management plans, statements of significance, heritage management plans)
- Audience development, accessibility and inclusion.

Applicants who have three or more current or outstanding grants on the closing date of the current round are not eligible to apply.

Applicants with grant projects outstanding from more than one year ago must provide a progress report for that project with their application.

[1] ACT organisations may only apply for heavy rail projects relating to the history and heritage of NSW Government Railway

4. How to apply

It is highly recommended to arrange a phone call or meeting with the Grants Coordinator to discuss your application prior to lodgment via grants@rahs.org.au.

Electronic copies of the application forms are available on the [RAHS website.](#)

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

Completed application forms and all required supporting documentation must be received by RAHS by the closing date. Incomplete applications will not be considered.

Documentation required for applications varies from applicant and project. Examples of documents required include:

- constitution
- certificate of incorporation/business
- insurance certificates
- strategic plan
- owner/custodian consent letters
- heritage approval and/or statement detailing how works meet relevant exemptions
- letters of support
- annual reports
- accreditation
- safety management documents.

All applicants will be emailed confirmation of receipt of their application by RAHS.

Applications open: Thursday 5 June 2025
Applications close: 5:00pm, Friday 1 August 2025.

5. Eligible projects

5.1   Project Categories

Restoration, preservation or reconstruction of a heritage transport item
Available for eligible organisations.

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

- Priority will be given to projects involving assets with strong and significant links to the transport history of NSW.
- All necessary approvals to conduct the works must be acquired prior to submitting the application and relevant evidence provided.
- If the project relates to a heritage asset owned by the applicant, proof of ownership must be provided with the application.
- If the project relates to a heritage asset not owned by the applicant, it must be owned by a not-for-profit incorporated body or Government body.
- If the project relates to a heritage asset not owned by the applicant, the applicant must include evidence of approval from the owner to conduct works in line with that agreement.
- If the project relates to an operational asset, evidence of accreditation by the relevant regulator

(e.g. National Rail Safety Regulator) must be provided.

Applications for restoration preservation 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 using the asset/s.

Exhibition, interpretation, education or publication relating to heritage transport
Available for eligible organisations and individuals.

This category comprises projects that involve educating the community about NSW transport heritage or the operation of transport heritage passenger services.

Examples include:

- museum exhibitions
- public programs
- education programs
- in vehicle commentary.

Education programs must be developed in conjunction with education professionals and include a letter of support from a local school and contribute to the curriculum.

Study, consultation, report or review that will assist in managing a heritage transport place or item in NSW or the ACT
Available for eligible organisations and individuals.

Examples include:

- conservation management plans
- statements of significance
- heritage management plans
- publication of original historical research.

Audience development, accessibility, and inclusion
Available for eligible organisations and individuals.

This category is for projects whose outcomes improve access to NSW transport heritage. Examples include:

- temporary and/or permanent infrastructure, and/or building, precinct and asset works that will improve accessibility and inclusion for diverse audiences.
- equipment that improves experience and access.
- signage, guide and interpretative material for diverse audiences.
- access supports and programming.
- accessible online content.

5.2 Ineligible Projects

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

- Projects with 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 that are eligible to receive Funding Stream #2 funding from THNSW.
- Projects relating to private road, water and air transport, i.e. cars, private yachts, or private planes.
- 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 (refer note below in relation to GST).

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 lodgment. The upper limit of funding available for any one project is $55,000 (refer note below in relation to GST) and a maximum of one grant of this size may be awarded each funding round.

6.1 A maximum of two applications per applicant can be funded in each round. Please consider your priorities before commencing an application.

- Payments for grants will be made in one lump sum to cover the funding period. When a grant is awarded for a larger amount, staggered payments may be considered on a case-by-case basis.

- 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, financially, with in-kind resources and/or volunteer time.

- Joint submissions are encouraged from eligible organisations and/or individuals however one organisation will need to be the lead organisation and enter into the grant agreement.

6.2 GST in relation to funding application and payment.

If you are registered for GST

- The "total grant funding requested" (Qu.24 of the form) should be exclusive of GST.

- You will be required to send THNSW a Tax invoice if you are successful in your application.

- You can claim an input tax credit through your BAS statement to the ATO for the GST component of purchased items or services.

If you are not registered for GST

- The "total grant funding request" (Qu.23 of the form) should be inclusive of GST.

- You will be required to create a Recipient Create Tax Invoice (RCTI) if you are successful. Information on this will be provided.

- You are not able to request an input tax credit from the ATO for the GST component of purchased items or services.

7. Timeframe

Grants will be awarded to cover a twelve-month period. It is expected that all grant activities will be undertaken during that period. There is a formal process to apply for an extension that must be adhered to.

8. Assessment process

Applications will be assessed against the selection criteria by an assessment panel made up of one heritage professional from THNSW, a heritage research and publications specialist from RAHS and at least one independent heritage specialist.

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

- the project's transport heritage significance
- the quality of the project's heritage outcomes
- the project's quality, including its aims, content, rationale and likely benefits
- the project's relevance and usefulness to the wider community and the organisation's target audience
- 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 are reached.

The Independent Funding and Advisory Panel (IFAP) will approve the grants based on the assessment panel's recommendations. However, if there is a high concentration of funds in one area of the State, IFAP will also consider the overall distribution of grant funding across the State and multiple grant rounds.

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.

Expenditure

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 on the original scope, 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 THGP for these funds.

Reporting and acquittal

Grant recipients must provide progress updates every 6 months 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 is required.

All recipients will be required to provide a full report at the end of the project, including proof of the successfully completed project and/or completion of the final milestone form. Acceptable forms of proof may be in the form of

- photographs (for Restoration, preservation and Conservation and education projects)
- a copy or link to the final digital or print interpretation (for Research and Publication projects)
- other suitable forms of proof may be determined in writing with the RAHS Grants Coordinator.

Intellectual property

In the case of publication, a copy of the publication, digital file, creation etc. must be deposited in the RAHS library. Projects must comply with Australian intellectual property and copyright law.

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 can best achieve its objective of ensuring future generations can enjoy the State's heritage and values.

Acknowledgement

In all projects, recipients must acknowledge the financial support received from the NSW Government in

the manner advised at the time a grant is awarded.

Publicity and invitations

RAHS and THNSW must be informed, with sufficient time to plan attendance, of any:

- media coverage or publicity generated by grant projects.

- launch or public event associated with the grant.

Where an invitee or their proxy is able to attend, they must be acknowledged as official guests. Where practicable, they should be offered 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, heritage, and planning, intellectual property and copyright 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: www.rahs.org.au/grants/transport-heritage-grants-program/

Mail: Royal Australian Historical Society

133 Macquarie Street

Sydney NSW 2000

11. Key dates

Opening date for applications: Thursday 5 June 2025
Closing date for applications: 5:00pm, Friday 1 August 2025.