



NSW Transport Heritage Grants Program 2025 application form

IF COMPLETING BY HAND PLEASE USE BLOCK CAPITALS

Please discuss any questions via grants@rahs.org.au

Application Deadline: 5.00pm Friday, 1 August 2025

APPLICANT INFORMATION

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:

Website:

Email:

ABN/CAN:

Are you registered for GST? ☐ Yes ☐ No

Are you registered as a not-for-profit organisation? ☐ Yes ☐ No If no, you are not eligible to apply. See Guidelines.

Best time to contact you:

e.g. Mon-Fri, 10.00am-4.00pm

Year your organisation was formed:

Number of volunteers in the organisation:

Average yearly visitation/ticket sales:

an estimate is acceptable

Eligibility

Individual Applicants:

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 on becoming a member can [be found here](#).

Organisations:

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

- ☐ Yes – Type:
- ☐ 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 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? Please provide evidence of currency.

Ownership

1. Who is the asset owner?

- ☐ We are the asset owners and have supplied evidence.
- ☐ We are not the owners. The owner is _____

2. Do you have permission to conduct this project from the owner?

- ☐ Yes (Evidence is attached)
- ☐ No (This project is not eligible without evidence of approval from the owner)
- ☐ N/A (The applying organisation is the owner).

Note: Privately owned assets are not eligible. If in doubt about whether your asset is eligible, please discuss with RAHS / THNSW.

3. Who is the intellectual property owner?

4. Do you have permission to use it?

- ☐ Yes (Evidence is attached)
- ☐ No (This project is not eligible without evidence of approval from the intellectual property owner)
- ☐ N/A (This project does not create any original artistic works e.g. manuscript, published book, website, program etc.).
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PROJECT INFORMATION

5. Project Title:

6. Total grant amount requested (refer to 6.2 in guidelines in relation to GST): \$

7. Our organisation is registered for GST therefore the request is exclusive of GST ☐

Our organisation is not registered for GST therefore the request is inclusive of GST ☐

8. Project Category:

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

Note: see application guidelines for explanation of categories.

For questions 9-19, attach relevant evidence to support your answers, such as accreditation, safety management systems, annual reports, letters of support, CVs, communication plan, engagement plan, relevant heritage management plans, etc.

9. Describe your project, include an image/s if appropriate (up to 500 words):

10. Outline the aims, rationale and intended outcome/s of the project (up to 300 words):

11. Describe how this project will promote understanding or improve the management of heritage transport in NSW (up to 300 words):

12. Describe how the project will be relevant and useful to your target audience and/or membership, or advance the management/care of the heritage item (up to 200 words):

13. Outline how your project will benefit or inform the wider community regarding heritage transport in NSW (up to 200 words):

14. What steps will your organisation take to promote the project and engage the community with the project outcome (up to 200 words):

15. Outline how you will measure the success of your project (up to 200 words):

16. 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 (up to 200 words):

17. Outline your / your organisation's expertise, experience, capacity, and viability to manage the proposed project successfully to completion (up to 300 words):

18. Outline how the community will participate in or engage with the project, during or after the project is complete (up to 200 words):

PROJECT VIABILITY

Timeframe and key milestones

19. Anticipated grant project Start Date:

approximate Month/Year

20. Anticipated grant project End Date:

approximate Month/Year

Note: activities for which grant funding is sought must start after October 2025 and be completed before December 2026

21.Target milestones for the grant project:

#	Project milestone	Critical path tasks <i>tasks to complete the milestone</i>	Time estimate	Estimated completion date
1				
2				
3				
4				
5				
6				

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

☐ No, it is a stand-alone project.

☐ Yes - please provide summary details of the larger project so that your grant request can be understood in context:

23. 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

24. 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.

Are you registered for GST? ☐ Yes ☐ No

Note:

Refer to notes available in the NSW *Transport Heritage Grants Program 2025 Guidelines*.

Task, activity or materials	Grant funding contribution (ex. GST)	GST component	Other funding contribution (include source)	TOTAL project costs
1.	\$		\$	\$
2.	\$		\$	\$
3.	\$		\$	\$
4.	\$		\$	\$
5.	\$		\$	\$
Total	\$	\$	\$	\$
See Q 6 & 7	Registered for GST, then the above total is your total grant application request	Not registered for GST then your total grant application request is the sum of these two columns		

25. 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

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

- ☐ No
- ☐ Yes - (Please list all grants received in the last two (2) years

Grant Source:

Year:

Amount:

Project Description:

Successful Project Completion:

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

RESTORATION, PRESERVATION OR RECONSTRUCTION AND PROJECTS (only)

Additional questions

28. Is the asset listed on the NSW State Heritage Register or Inventory (SHR or SHI)? ([Search here](#))

- ☐ No
- ☐ Yes - The SHR / SHI number is:

Please attach evidence that you have obtained the relevant consent for the works or a statement outlining how the project fits within the Standard Exemptions or other defined exemption or exception.

29. 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 affected by the proposed project.

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

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

Include where appropriate:

- The value of completing this work to your organisation
- The impact of the project to the wider sector.

31. 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.

32. 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.

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

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

34. 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.

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

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

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

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, from THNSW) 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 Change Management Plan / safety management system.
- ☐ **Letter of support**
From any 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. Please discuss any questions via grants@rahs.org.au

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 organisation:

in the case of Organisations, ABN Registered Name

Applicant contact name:

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

Signature:

Date:
