

# Living Heritage Grants Program

Frequently Asked Questions 2020

Updated April 2020

## The Program

### How long will the Living Heritage Grants Program be running for?

The fifth competitive round of the Living Heritage Grants Program opens on **17 February 2020** and closes at 5pm on **12 June 2020**. The closing date has been extended from the previous date of 9 April 2020 to provide additional time to complete applications.

There will be another two grant rounds of the program opening early 2021 and 2022.

### What is new for Round 5 of the Program?

Changes to the 2020 Guidelines include:

- Mandatory requirement to contact the Living Heritage Grants team before **5pm 29 May 2020** to discuss your project before you submit your application. Please contact the team via email at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au) and provide a phone number. A Living Heritage team member will get back to you.
- Priority consideration may be given to the conservation of Victorian Heritage Register (VHR) listed places and objects located in Victorian communities impacted by bushfires.

### How much money may I apply for?

Applicants may apply for an amount of between \$20,000 and \$200,000 per project, per grant round to fund conservation works to 'at risk' places and objects included in the Victorian Heritage Register.

### Why was the Round 5 application deadline extended?

Heritage Victoria recognises that the ongoing situation surrounding COVID-19 may have impacted on the ability of applicants to complete their application within the previous timelines. In response, the closing date of Round 5 has been extended from 9 April 2020 to **12 June 2020** to provide additional time to complete applications.

### What if I have already submitted an application?

If you have already submitted an application and are satisfied your application is complete, you do not need to take any action. Your application will be accepted assuming you meet the eligibility criteria.

If you would like to use the extended time to prepare additional information or edit your application, please contact the Living Heritage team via email at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au). We will arrange your application be returned to you in 'draft' to edit. The application can be resubmitted by the new deadline, **12 June 2020**.

### This revised timeframe for the implementation of Round 5 projects will affect my projected timeframes for my project, what do I do?

The extension of the application deadline means announcements of successful projects are now expected from October 2020. If this impacts your timelines for project delivery, please contact the Living Heritage team via email at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au) to discuss.

### The projected timeframes to carry out the project in my submitted application are now probably not correct, what do I do?

Please contact the Living Heritage team via email at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au) to discuss.

### My application is ready. Can I submit now?

Yes. You can submit your application at any time prior to **5pm 12 June 2020**.

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## Eligibility

### Do I need to contact the Living Heritage Grants team before I apply?

Yes. You **must** contact the Living Heritage Grants team before applying to discuss your project proposal. This is a requirement to be eligible for the program. The team can be contacted until **5pm 29 May 2020** at the latest. Please contact the team via email at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au) and provide a phone number. A Living Heritage team member will get back to you.

If you have already contacted the Living Heritage Team prior to the extension of the application deadline, you do not need to contact us again unless your project has changed significantly. If this is the case, please contact the team via email at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au).

### How do I know if my place/object is listed on the Victorian Heritage Register (VHR)?

Please note that **only places and objects included in the Victorian Heritage Register (VHR)** are eligible to apply for the Living Heritage Grants Program.

You can find out if a place or object is listed in the VHR by searching the Victorian Heritage Database (the Database), which can be accessed at <http://vhd.heritagecouncil.vic.gov.au/>.

The Database includes both statutory and non-statutory listings of heritage places and objects. Listings include places and objects that are included in the VHR; archaeological places included on the Victorian Heritage Inventory (VHI); places and objects that are listed by the National Trust; and places and objects that are included in a local heritage overlay.

If a place or object is included in the VHR, it means that the place has been assessed as being significant to the State of Victoria and is protected under the *Heritage Act 2017*. If a place or object is included in a local heritage overlay only, it means that it is considered to be of local significance and is protected under the *Planning and Environment Act 1987*. If a place or object is classified by the National Trust only, it is not afforded legal protection and is only an indication of its significance. The VHI lists archaeological places only.

Places and objects included in the VHR, VHI, the local heritage overlay, or classified by the National Trust all have registration numbers. Places and objects included in the VHR have a registration number beginning with the letter H followed by four digits (i.e. H1234).

Places included on the VHI have a registration number beginning with the letter H, followed by eight digits separated by a hyphen (i.e. H1234-5678). Places and objects included in a local heritage overlay have a

registration number beginning with the letters HO, followed by three digits (i.e. HO123). Places classified by the National Trust have a classification number usually beginning with the letter B, followed by four digits (i.e. B1234).

If you are in doubt about the registration status of your place or object, please contact the Living Heritage Grants team via email at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au).

### My place is registered by the National Trust or a local heritage overlay, but not on the Victorian Heritage Register - can I still apply for the Living Heritage Grants Program?

No. **Only places included in the Victorian Heritage Register are eligible to apply for the Living Heritage Grants Program.** Please see above for guidance on how to distinguish between the different types of heritage listings in Victoria.

### What does “public access” and “significant community benefit” mean, and how can I demonstrate this in my application?

The Living Heritage Grants Program is supported by public funds, and as such, all funded projects are required to have a level of public access and provide significant public benefit.

“Public access” refers to places or objects that are accessible to the wider community. An office building, for example, is not considered to be publicly accessible. A “significant community benefit” may relate to programs or activities that respond to community needs and are not driven by commercial purposes.

This may be demonstrated through regular visitation (such as a heritage site or collection that is regularly open to the public), frequent use as a community space (e.g. through offering spaces for regular community hire) or use for community services (such as an information centre or a homeless refuge etc.). **Please note that an improvement to the visual streetscape alone is unlikely to qualify as a significant public benefit.**

Please include as much information in your application as possible under the “Community/Social Benefits” section. This might include how frequently the place or object is (or is proposed to be) available to the community, what (if any) admission fees are charged, and whether the place or object is associated with any community initiatives (such as training programs, fundraisers etc.). Letters of support from stakeholder groups are welcomed to demonstrate the community support for the project.

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## Can the grants program fund fire protection systems?

Yes. Eligible projects include appropriate fire protection systems that mitigate the risk to places or objects included in the Victorian Heritage Register.

## What is the difference between conservation works and maintenance works, and will maintenance works be funded?

The Burra Charter defines maintenance as “the continuous protective care of the fabric and setting of a place.” Maintenance works are activities that should be regularly carried out to keep the place in good condition. This might include clearing blocked gutters, repairing broken water services, replacing damaged internal fittings such as lights, landscape works and general painting works.

The Burra Charter defines conservation as “all the processes of looking after a place so as to retain its cultural significance.” Therefore, at its most simple, conservation works must relate to the components or functions of a place or object that contribute to its cultural significance. This may include repairs to a place or object’s original material (such as stonework, timber joinery and windows), works that mitigate a significant risk to the place or object (such as roof replacement or repair, or structural works) and works that will enable the re-use of a building or object that has been unoccupied or unused due to poor condition.

The owner of a registered place or object has obligations under s. 153 of the *Heritage Act 2017* to maintain the place or object to the extent that its conservation is not threatened, and to ensure that it does not fall into a state of disrepair. Please note that **works considered to be maintenance works will not be funded through this program.**

## Will documentation projects, such as conservation management plan, be funded?

**The objective of the Living Heritage Grants Program is to fund urgent conservation works to heritage places and objects that are considered to be “at risk”.** While there is a preference to fund works on the ground, in some cases a documentation project, such as a conservation management plan or conservation works plan, may be funded if it is essential in determining the conservation needs of a place or object. For example, documentation of urgent conservation works needed to to VHR-listed places or objects that have been impacted by bushfires.

## The place or object is currently receiving State or Commonwealth funding for conservation works. Can I still apply for the Living Heritage Grants Program?

No. If the place or object is currently undergoing heritage-related works that are funded by another State or Commonwealth grant, you will not be eligible to apply for the Living Heritage Grants Program.

## My project has already started. Can I still apply for funding?

No. Projects that have already started are ineligible for funding.

## Do I need to obtain a Heritage Victoria permit before I apply?

While not a requirement, it is advantageous to obtain a permit or permit exemption from Heritage Victoria. This demonstrates the project is consistent with good heritage practice and is likely to meet the timeframes for completion.

Your application may be looked upon favourably if you have already obtained a permit or exemption, or if you have commenced the permit application process. For more information on the Heritage Victoria permit application process, please visit

<https://www.heritage.vic.gov.au/permits/apply-for-a-permit>

## I am not eligible to apply for the Living Heritage Grants Program. Are there any other heritage grants that are available to me?

Heritage Victoria is not currently running any other funding programs, however, there may be some other grants available to you from other sources. The Grants Victoria directory at <http://www.vic.gov.au/grants.html> enables you to search a wide range of State government grants, and we also recommend that you enquire with your local council.

If you are located regionally, we recommend that you visit the Regional Development Victoria Grants webpage at <http://www.rdv.vic.gov.au/programs-and-grants>.

If the place or object is situated within a City of Melbourne, City of Yarra or City of Ballarat heritage overlay, you may be eligible for funding through Victoria’s Heritage Restoration Fund at <http://www.vhrf.org.au/>.

At the Commonwealth level, the Australian Heritage Grants program will run over four years from 2018-19 to 2021-22. The objectives of this program are to strengthen recognition, management, conservation and

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public engagement on/of Australia's National Heritage List places: [www.environment.gov.au/heritage/grants-and-funding/australian-heritage-grants](http://www.environment.gov.au/heritage/grants-and-funding/australian-heritage-grants)

## Specialist advice and skills

### Do I need a heritage advisor/consultant?

Yes. You must seek advice from a heritage professional (such as a heritage architect, heritage consultant or your local council's heritage advisor) to assist you with your proposed project, including planning, implementation and completion. It is strongly recommended you prepare a consultant's brief outlining the project and specifying the involvement of a heritage professional throughout the life of the project.

Projects are assessed on whether an appropriate conservation approach with a clear methodology has been proposed. If the works relevant to your application have not been guided by a heritage advisor or similar, then your application is unlikely to score highly against the assessment criteria.

### Where can I find a heritage advisor or heritage tradesperson?

Heritage Victoria maintains a directory of heritage consultants, architects and contractors on its website. The directory can be accessed at <https://www.heritage.vic.gov.au/consultants-directory>

Please note that businesses listed in this directory are not endorsed by Heritage Victoria or the Heritage Council of Victoria, and the directory does not include all available contractors or suppliers.

Many local councils also employ heritage advisors, who may be able to assist you in scoping your project. We recommend enquiring with your local council if you are having trouble finding a heritage contractor in your area.

### Do I need a project manager?

For projects that total \$50,000 and over, you will need to engage a qualified project manager, with experience managing heritage conservation projects. A heritage professional may also act as project manager, if they have demonstrated relevant experience.

The project manager will manage the administration of the grant, ensuring that all works are kept on track, that funding timelines are met, undertaking reporting required as part of the funding agreement and that the project is delivered within its allocated budget. The project manager should be nominated in your application and, in some cases, a percentage of the requested grant funds may be used to cover project

management costs. This should be factored into your budget in your application.

Please note that Victorian municipal councils should use internal project management resources where possible and will not receive grant funds for internal project management expenses.

### Do I need to consider the impact of the project on the archaeological value of the site?

If your project involves digging or disturbing the ground at all you must take the potential archaeology of the site into consideration. All land in Victoria has the potential to be archaeologically significant. Both historic and Aboriginal archaeology must be considered.

To see if there is likely to be significant archaeology on your project site, you should check your site on VicPlan, where areas of Aboriginal cultural heritage sensitivity and places on the Victorian Heritage Inventory are mapped. You can access VicPlan at <https://mapshare.maps.vic.gov.au/vicplan/>. Don't forget to filter the VicPlan layers to ensure heritage sites are shown.

If your site is on the Victorian Heritage Inventory, you will also need to include the [Heritage Inventory number](#) in your application.

## Project budget

### Do I need to provide quotes?

Yes. The application must include **at least two written quotes (inc GST)** for each eligible component of the project. The supplied quotes must account for the full estimated cost of physical works. Heritage Victoria acknowledges that this may be difficult in rural areas, and under some circumstances one quote may be acceptable.

Quotes must be current and have been obtained within the last six (6) months. Please ensure quotes are itemised, detailed, and are based on the same scope of works to allow for a clear comparison. Due to the nature of heritage conservation works, cost estimates may vary widely depending on the methodology and materials used. Sourcing at least two quotes will help you to determine the grant amount you are applying for.

### Do I need to include GST in my budget?

Yes. Regardless of your GST status, all expenditure should include GST.

## What other costs do I need to consider?

In addition to two quotes for each component of the works, you should factor in fees and costs for the following:

- permits and approvals (such as heritage permit fees or hoarding fees)
- a heritage advisor
- a project manager
- an archaeologist (if applicable)
- preparation of a Cyclical Maintenance Plan (if not internal)

You should also factor into your budget at least 15% contingency for unexpected costs.

## Do I need to match the grant funds I receive? If so, can I match the funding “in kind”?

Private owners, places of worship and commercial businesses will need to match grant funds on a dollar-for-dollar basis. In kind contributions will not be accepted.

Local councils, Committees of Management appointed under the *Crown Land (Reserves) Act 1978* and incorporated not-for-profit organisations will not be expected to match grant funds. However, applications that offer a financial contribution to the proposed project may be looked upon favourably.

## Can proposals include costs incurred from the application process?

No. Heritage Victoria will not reimburse costs associated with the application process.

## The application

### Can members of Heritage Victoria complete my application form for me?

No. Heritage Victoria staff are not able to complete application forms on the behalf of the applicant.

### Where can I get help with my application?

Contact the Living Heritage Grants team with any queries around your project’s eligibility or the process. If you require assistance using a computer or access to the internet, your local council may have options for assisting you at this time.

## Can I submit my application in hardcopy?

Our preference is that you submit your application online via the Grants Online portal at <https://delwp1.force.com/>.

In exceptional circumstances, however, hardcopy applications may be accepted.

## Can I submit more than one application?

One application can be submitted per project, per round. If you or your organisation owns/manages multiple places or objects included on the Victorian Heritage Register, you may submit one application per place or object, per round. Please note that if two applications are received for the same place or object, only the first application received will be assessed.

## I’m having trouble accessing the application portal. What should I do?

Please contact the **Grants Information Line** on **1300 366 356**. Alternatively, you may email the Living Heritage Grants Program team at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au) to make alternative arrangements for submitting your application.

## How will I know if my application has been submitted successfully?

Once you have successfully submitted your application through the online portal, you will receive a notification email. If you don’t receive a notification email, please **contact the Grants Information Line** on **1300 366 356**. Alternatively, you may email the Living Heritage Grants team at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au).

## How will my application be assessed and what are the assessment criteria?

The assessment process and criteria are outlined in the Living Heritage Program 2020 Guidelines. The guidelines are available on the Living Heritage Program website at: <https://www.heritage.vic.gov.au/grants/living-heritage-program>

## What is the Living Heritage Grants Program assessment panel looking for in an application?

The assessment panel is looking for a complete application and projects that score highly against the program assessment criteria. Please ensure you read the Living Heritage Program 2020 Guidelines, which includes all the relevant assessment criteria as well a checklist that will help you put your application together.

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## When will I know if my application has been successful?

Application outcomes will be announced approximately three months after the applications closing date. Heritage Victoria cannot specify an announcement date, as the announcement will be made at the discretion of the Minister.

## Who can I talk to about my application?

The Heritage Victoria Living Heritage Grants team can be contacted at [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au).

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