

Living Heritage Program

2022 Guidelines



Environment,
Land, Water
and Planning

OFFICIAL

Photo credit

The Chinese procession., the dragon [Loong] turning the corner of Spring and Bourke streets, 1901, State Library Victoria.

A grant of \$133,000 was awarded in Round 6 (2021-22) of the Living Heritage Program to the Golden Dragon Museum for urgent conservation works to the processional Chinese dragon, Loong and his Pearl and Flame regalia.

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



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What is the Living Heritage Program

Introduction

The Living Heritage Program is a Victorian Government initiative. Heritage Victoria administers the grants program for the conservation of state-significant heritage places and objects. The Living Heritage Program supports heritage places and objects which are:

- included in the Victorian Heritage Register
- accessible to the public

Grants of between \$20,000 and \$200,000 are available for eligible conservation works.

The Living Heritage Program is a highly competitive grant program. Not all eligible projects will be successful. Priority is given to projects for heritage places and objects 'at risk' and where the project will deliver demonstrable heritage conservation, community, social, economic and environmental benefits to the wider community.

Applications will be open to local councils, community and not-for-profit organisations, and Committees of Management under the *Crown Land Reserves Act 1978*. Matched funding will also be available for places of worship, and in some instances, heritage places and objects in private ownership if public accessibility criteria can be met and a significant community benefit can be demonstrated. In 2022, priority consideration may be given to the conservation of Victorian Heritage Register (VHR) listed places and objects located in Victorian communities impacted by bushfires.

At the time of issue, Round 7 is the final scheduled round of the Living Heritage Program (2016-2022) and projects that are well scoped with relevant approvals obtained may be prioritised.

To watch a video on what the Living Heritage Program does visit: <https://www.heritage.vic.gov.au/heritage-grants/apply-for-a-grant>

What are the timelines?

Applications open	1 February 2022
Mandatory contact requirement: Last date to contact the Living Heritage Grants team	15 March 2022
Applications close	5pm on 31 March 2022
Assessment and decision making	April to June 2022
Successful grants announced	From July 2022
Successful applicants enter into Grant Agreement	From August 2022
Necessary permits/approvals obtained, projects commence	From September 2022

Please note that the timeframes for grant announcements are indicative only and may be subject to change. Ensure the general timeframes will suit your proposals.

What grants are available?

An amount of between \$20,000 and \$200,000¹ per project is available. The table below shows the funding available and the funding ratios that apply:

Applicant type	Minimum grant	Maximum grant	Required funding ratio
Victorian municipal councils	\$20,000	\$200,000 ¹	DELWP \$1: \$0 Other
Community/not-for-profit organisation that is a legal entity A Committee of Management appointed under the <i>Crown Land Reserves Act 1978</i>			

1. Grants above \$200,000 may be considered in exceptional circumstances.

Trusts appointed pursuant to a restricted Crown grant			
Cemetery Trusts appointed under the <i>Cemeteries and Crematoria Act 2003</i>			
Private owners	\$20,000	\$200,000 ¹	DELWP \$1: \$1 Other
Places of worship			

Staged Projects

Complex or multi-phased projects may be eligible to apply to more than one grant round. This may be done if, for example, a project to restore a place involved complete restoration of a roof and associated works that would exhaust the full \$200,000 allocation for that year. In order to apply for a grant in a subsequent grant round, any previous funding provided would need to have been completed and fully acquitted.

Successful grant applications for stage one of a project will **NOT** guarantee the awarding of a grant for any subsequent rounds. It is therefore essential that each project stage is independent and may be completed within the timeframe, and without reliance on receiving future funding.

Matched funding

Matched funding is required for successful private owners and places of worship and cannot be offered 'in kind' and must relate to the nominated project. For example, if a privately-owned place requires conservation works to the value of \$100,000, the applicant may request \$50,000 from the grant.

If successful, the matched funding contribution must be accessible from the time of entering into a Funding Agreement with the Department.

Funded places under private ownership will be required to repay the full amount of the grant to DELWP if the place or object is sold within twelve (12) months of the completion of the project and grant acquittal.

What types of projects are eligible?

Applications for projects which are eligible for funding under the Living Heritage Grants program include conservation works to the exterior and/or interiors of Victorian Heritage Register listed places and objects to improve their overall condition and mitigate the risk to the place. Places and objects must be publicly accessible and the investment provide a significant benefit to the community.

For videos and stories of completed Living Heritage Grants program projects visit:
<https://www.heritage.vic.gov.au/heritage-grants/completed-grant-projects>

All projects:

- Must mitigate the identified risk(s) to the place or object.
 - 'At risk' generally means that the place or object is currently in danger of deterioration of its structure or features, its context and setting, loss of its authenticity and/or loss of cultural significance. Places and objects of cultural significance should not be put at risk or left in a vulnerable state. Places and objects 'at risk' are in danger of damage beyond repair. Rarity, significance and condition/threats are also relevant to the evaluation of risk. The application/project will directly respond to this risk.
- Must be guided by advice sought from a heritage professional, such as a heritage architect or advisor.
- In responding to the program criteria to support heritage at risk, prioritise those conservation works which are prioritised as urgent.
- Must not have started and must be able to complete within two financial years and have realistic project timelines.

- Follow best practice conservation methodology, such as replacing materials in a like-for-like manner, rather than introduce modern materials.

Examples of eligible projects:

- Repairs to roofs, installation of new guttering and downpipes, or stonework repairs, using traditional materials and methods.
- Re-stumping and repairs to timber framing, weatherboards, windows and doors.
- Works that will enable the re-use of a building that has been unoccupied due to poor condition.
- Repairs, restoration or reconstruction and conservation of an object at risk of deterioration.
- Protection works such as the installation of appropriate fire protection systems.
- Conservation works or documentation of conservation works to Victorian Heritage Register listed places or objects located in Victorian communities impacted by bushfires.
- Documentation projects will be considered if the project outcomes demonstrate a commitment to undertake urgent 'at risk' works to the place. 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. Documentation projects may include for example, conservation management plans that include a prioritised and costed works action plan.

Ineligible projects

Certain projects and applicants are ineligible for funding under the Living Heritage Program. They include:

Ineligible places or objects

- Heritage places and objects that are not in the Victorian Heritage Register.
- Places and objects that have no general public access or where access to the general public is limited.
- Privately owned heritage places and objects, and places operating on a commercial or for-profit basis, unless public accessibility criteria can be met, and a significant public benefit can be demonstrated.

Ineligible applicants

- Any party that has failed to complete, or has not yet completed, any heritage related works or projects funded under previous State or Commonwealth heritage grants programs. If the property has an active project under a previous round of the Living Heritage Grants Program (or another funding program for heritage-related works), then this must be acquitted before applying.
- Other State government agencies.

Ineligible projects

- Regular maintenance activities that should normally be carried out to keep the place or object in good repair. This could include, for example, cleaning or repairing of blocked or broken stormwater and sewer lines, blocked gutters and downpipes, broken water services or leaking taps and toilet cisterns, damaged or defective light fittings and general painting works. See the FAQs for further guidance.
- Refurbishment projects involving, for example, the purchase of new carpet, and the installation of kitchens and bathrooms and construction of new buildings (such as a new toilet block, storage facility, fence or museum) or new additions to heritage places.
- Repair of damage caused by vandalism, fire or other natural disasters where the repair of damage is covered by insurance.
- Purchase of heritage places, associated land, equipment, furniture, storage or display cabinets.
- Relocation of heritage buildings or objects.

- Demolition or other works that may affect the heritage significance of the heritage place or object.
- Interpretation projects.
- Certain works, as is deemed appropriate, which are required by a condition of a Heritage Permit or other approval under the Heritage Act 2017, that are required to be carried out to mitigate the impact of development on heritage significance.
- Works that are the subject of State or Local Government Emergency or Priority Works Orders and Notices.
- Employment or remuneration of staff.
- Projects that have already started.
- Incomplete applications.
- Any other projects deemed ineligible after assessment of application.

Who can I talk to?

You can talk to the Living Heritage grants team. In the first instance, send an email to living.heritage@delwp.vic.gov.au detailing the heritage place or object and your questions.

If you do not have email contact Heritage Victoria by phone on (03) 7022 6390. A member of the Living Heritage team will call you back as soon as possible.

You can also visit the Living Heritage Program website at: <https://www.heritage.vic.gov.au/grants/living-heritage-program> for assistance including summaries of all previously funded projects, *frequently asked questions* and sample funding agreements.

All applicants are required to talk to the Living Heritage team before submitting an application by **15 March 2022**.

Step-by-Step Application Process

Step 1: Eligibility Check

Step 2: Planning your application

Step 3: Submitting your application

Step 4: Application decision

Step 5: Resources for successful applicants

Step 1: Eligibility check

Start your grant application by confirming all four eligibility checks:

1. Is the place or object in the Victorian Heritage Register?

- Only places listed in the Victorian Heritage Register are eligible. Check this online: <https://vhd.heritagecouncil.vic.gov.au/> or <https://www.heritage.vic.gov.au/heritage-listings/is-my-place-heritage-listed>

2. Is the place or object publicly accessible and will there be a significant community benefit from the project?

- Places and objects must be ‘publicly accessible’, and a ‘significant community benefit’ anticipated. ‘Publicly accessible’ refers to places accessible by the broader public community. A ‘significant community benefit’ may relate to programs or activities that respond to community needs. These programs or activities are not generally commercial.

You can demonstrate significant community benefit by outlining in your application:

- Regular visitation such as a heritage site or collection that is regularly open to the public;
- Frequent use as a community space; and/or
- Use for community/social services such as an information centre or homeless refuge.

In addition, you may also provide letters of support from stakeholder groups to demonstrate community support.

- Browse the list of previously funded projects from 2016 to date: <https://www.heritage.vic.gov.au/heritage-grants/browse-projects>

3. Is the applicant eligible for a grant?

- Check if the applicant organisation or owner/manager eligible to receive funds. If the applicant is not the owner of the place, the project and application must have the owner’s written consent at the time of submission.
- Eligible applicants are:
 - > A **Victorian municipal council**;
 - > A **community or not-for-profit organisation** that is a legal entity (for example an incorporated association, incorporated cooperative or Indigenous corporation) – please note that an incorporated not-for-profit organisation must provide proof of not-for-profit status;
 - > A **committee of management** under the *Crown Lands (Reserves) Act 1978*. Groups must meet the conditions of clause 14(4)a (any three or more persons) or 14(4)e (any board, committee, commission, trust or other body corporate or unincorporated established by or under any Act for any public purpose).
 - > A **trust appointed pursuant to a restricted Crown grant**, and cemetery trusts appointed under the *Cemeteries and Crematoria Act 2003*. Trusts appointed pursuant to a restricted Crown grant (during the 19th century, under a series of Land Acts, Crown land was often permanently reserved for specified purposes – mechanics’ institutes, sports grounds etc. – and granted to trustees on trust for the purposes of the reservation) and Cemetery trusts appointed under the *Cemeteries and Crematoria Act 2003*.
 - > A **place of worship** or in some eligible cases, an **owner of a privately-owned place or object**. Private owners/places of worship must match grant funding on a dollar-for-dollar basis, must meet

public accessibility criteria and; must demonstrate significant community/social and public benefit from the investment.

- All applicants must also be either an Incorporated body or Association, Cooperative or be auspiced by a group with this status.
- If an auspice arrangement is in place, the auspice organisation agrees to take the full legal and financial responsibility for the project. Grant funds are paid directly to the auspice organisation. For further information refer to: <http://www.nfplaw.org.au/auspicing>.
- Applicants who do not have adequate insurance must partner with another group or be auspiced by a group who does.
- All applicants must possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.

4. Are the proposed works eligible conservation works?

- The Living Heritage Grants Program funds **eligible conservation works**. This means works which retain the cultural significance of a place or object. Your heritage advisor can identify appropriate conservation works and methods. Routine maintenance works are not funded through this program.

Step 2: Planning your Application

Seek professional advice and determine the scope of your project. You may also seek a Heritage Permit or Permit Exemption from Heritage Victoria

Talk to the Living Heritage Grants team.

- When you believe that you have met the above eligibility checks in Step 1, you must talk to the Living Heritage Grants team before submitting your application.
- Please contact the Living Heritage team on living.heritage@delwp.vic.gov.au by **March 15 2022** with your contact details before you submit your application and a grants officer will ring you to discuss your project. If you do not have access to email, contact Heritage Victoria on (03) 7022 6390. You will be asked to provide your name and contact number, the relevant place or object and a member of the grants team will call you back as soon as possible. Visit our webpage: <https://www.heritage.vic.gov.au/heritage-grants>

You will need to seek professional heritage advice on your project.

- A heritage professional will be able to provide advice on the condition of the place or object, the key risks to significance and propose a scope of works to address these risks. The consultant may be a heritage architect, heritage consultant, or your local Council's heritage advisor.
- A heritage consultant can assist you with your project planning, implementation and completion. You may prepare a brief which specifies the consultant's involvement throughout the project. The cost to employ a heritage professional during the project may be included in the project budget and funded by the grant. This person may also identify that the project scope requires the input of specialists, such as a materials conservator, an engineer, or archaeologist. The budget should reflect these costs. For guidance on consultants, visit: <https://www.heritage.vic.gov.au/protecting-our-heritage/find-a-heritage-consultant>

- 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 (see Appendix 1 for full list of criteria).

Prepare a clear scope.

- The project scope should be informed by professional heritage advice. It should include:
 - > project timelines
 - > a conservation methodology
 - > for physical works: documentation to guide the works, such as a conservation works plan, conservation management plan, or condition report
 - > for documentation projects: clear briefs outlining the investigations and reports.

Identify potential approvals required.

- You may seek a Heritage Permit or Permit Exemption from Heritage Victoria. While a heritage permit or permit exemption is not required to submit your application, it is recommended. This demonstrates your project is consistent with good heritage practice. It is also more likely to meet timeframes for completion. Visit: <https://www.heritage.vic.gov.au/permits-and-approvals>
- Consider other likely approvals that may be required and project costs that may be incurred, such as approvals related to archaeology, or the operation of the *Aboriginal Heritage Act 2006*. Search VicPlan to confirm if the site is in the Victorian Heritage Register and/or is a potential place of Aboriginal Cultural Heritage and where applicable, supply the Victorian Heritage Inventory number and consider how the project may impact Aboriginal heritage values or historic archaeology of the place. Visit: <https://mapshare.vic.gov.au/vicplan/>

Appoint a project manager.

- An appropriately qualified project manager, with experience in heritage conservation, is recommended for all projects, but mandatory for projects valued at \$50,000 or more. A percentage of the grant funds may be used to fund this. If applicable, the project manager should be nominated in the application and costs included. A grants project manager role is to administer the grant funding, ensure that funding timelines are met, undertake reporting to Heritage Victoria as required and deliver the project within its allocated budget.
- A site project manager role is to project manage and oversee the actual works on site. The project manager and site project manager roles may or may not be filled by the same individual - please specify in your application.
- Victorian municipal councils should use internal project management resources where possible and will not receive grant funds for internal project management expenses.

Seek quotes for your project.

- Your application should include at least two written quotes (inc GST) for each works component or trade, supplied by a suitably qualified trade professional with experience in heritage conservation.
- Quotes should also be sought for other expertise and additional specialist that may be required, such as conservators, engineers or archaeologists and the budget should reflect these costs.
- Grant funding seeks to achieve best practice heritage outcomes which can be delivered with an appropriate level of heritage skill and experience of contractors.
- Quotes must be dated and obtained within 6 months of your application. To allow for comparison, quotes must be based on the same scope of works and show a detailed breakdown of costs.

- Heritage Victoria acknowledges that obtaining quotes may be difficult in rural areas, and under some circumstances one quote may be acceptable.

Step 3: Submitting your application

Find out what is involved in submitting your application and use our helpful checklist

Preparing your application

- Document a project scope and prepare a budget.
- You will need to include your sound scoping documentation prepared by a heritage professional, such as a condition report, scope of works or conservation management plan or conservation works plan to guide the required works. If you cite these documents in the application, attach them to it.
- Document an appropriate conservation methodology prepared by your heritage professional.
- You will need to include a sound budget that clearly breaks down the costs of each project element and includes a 15% contingency and an allowance to prepare a Cyclical Maintenance Plan. A cyclical maintenance plan is required at the completion of the project and provides guidance on future maintenance and care for your heritage place/object. Your heritage professional will be able to prepare this.
- A valid Heritage Permit or Permit Exemption is advantageous.
- Include your supporting documentation:
 - > A scanned copy of the relevant certificate of title
 - > Signed letter of consent from the owner for the project (if you are not the owner)
 - > Supporting information and photos/images showing the condition of the place and current urgency of risk, demonstrating urgent works are required. Supporting information on project scope and how the proposed works will mitigate the identified risks
 - > Supporting information detailing wider public access to the place or object and supporting information as appropriate demonstrating that the works will result in a significant community/social benefit.
 - > Two (2) comparable written quotes (GST inclusive) for the proposed works for each eligible component of works, totalling the estimated project budget.
 - > Quotes must be dated and have been obtained within the last six (6) months. Ensure quotes are broken-down, detailed and based on the same scope of works for comparison. It is recommended a written brief is supplied to contractors to ensure quotes are comparable. Heritage Victoria acknowledges that obtaining two quotes may be difficult in rural areas, and under some circumstances one quote may be acceptable. Quoted works should match the project scope and budget.
 - > Where applicable, proof of not-for-profit status or Committee of Management status.

Create a Grants Portal account to submit your application

- Apply online through the online portal which is available when the program opens for applications on **1 February 2022**. You can save your draft application at any time and return to it later:
<https://www.heritage.vic.gov.au/heritage-grants/apply-for-a-grant>

Complete the checklist before your submit

- > Have you contacted Heritage Victoria to discuss your application?
- > Have you fully completed the application?
- > Have you checked the place or object is listed on the Victorian Heritage Register?
- > Have you uploaded your supporting documentation?

Submit your application

- Once you are satisfied with your application, submit it before the due date of 31 March 2022.
- Late or incomplete applications will not be considered.
- You can attach documents to your online application as long as they are in an acceptable file type (e.g. Word, Excel, PDF, or JPEG). Please note that attached files must not be larger than 5MB in size. When you submit your application online check carefully to ensure all your attachments have been uploaded.
- If you have documents to submit that cannot be attached to your online application you can email them to living.heritage@delwp.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required.
- When you apply online you will receive an acknowledgement email with an Application Number. Please quote your Application Number and Heritage place/object name or address in all future correspondence relating to your application.
- All required sections of your application form must be completed before submitting.
- If you are having difficulty downloading information or technical difficulties with the online application, please contact **Heritage Victoria** on **03 7022 6390**. You will be asked to leave your name and number, and a member of the Living Heritage Team will call you back.
- If you could like print a hard copy of the online application form visit the online grants portal via the link on the Living Heritage Program website: <https://www.heritage.vic.gov.au/heritage-grants/apply-for-a-grant>

Step 4: Application decision

Find out what happens after you have lodged your application.

What happens after I've lodged my application?

- All applications are assessed against eligibility and assessment criteria to ensure the project meets the program objectives of **conserving heritage at risk for community benefit**, see Appendix 1 for further details.
- We may contact you during the assessment process to clarify details of your application.
- Projects are presented to an independent assessment panel.
- Projects will be considered for funding until all funds have been distributed.
- The nominated contact person/applicant is notified of the outcome by letter.

Application feedback

- The awarding of grants is a competitive process. Not all projects that are eligible for funding will be successful.

- Grant applications require time and effort; thank you for your application.
- The Living Heritage Grants team will provide general feedback on why an application was unsuccessful, you are also welcome to ask for further feedback.
- All decisions are final and not subject to further review.

Other heritage grants available

- If ineligible for the Living Heritage Grants Program or your application has been unsuccessful, explore the following government sites:
- Visit Grants Victoria for Victorian government grants: <https://www.vic.gov.au/grants>
- For grants in regional Victoria visit: <https://www.rdv.vic.gov.au/grants-and-programs>
- If your project is in the City of Melbourne, City of Yarra, or City of Ballarat and on the heritage overlay visit: <https://www.vhrf.org.au/>
- If your place is on the National Heritage List, visit the <https://www.environment.gov.au/heritage/grants-and-funding/australian-heritage-grants>

Step 5: Resources for successful applicants

Funding Agreements and approvals

- If successful, the Living Heritage team will be in touch, once you have been notified of the result, to discuss next steps for you to implement your project. Successful applicants will be offered a grant subject to the acceptance of a Victorian Common Funding Agreement (the ‘Funding Agreement’) with the Department of Environment, Land, Water and Planning before any works commence. A sample funding agreement can be seen here: <https://www.heritage.vic.gov.au/heritage-grants/apply-for-a-grant/resources-for-successful-applicants>
- Funding agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants review the Funding Agreement standard terms and conditions before applying. No funding will be released, and the project cannot commence until DELWP and the applicant have executed the Funding Agreement. A sample grant agreement is available at: www.heritage.vic.gov.au/grants/living-heritage-program
- The Funding Agreement will identify project milestones and reporting required during the implementation of the funded project. Templates for reporting are available: <https://www.heritage.vic.gov.au/heritage-grants/apply-for-a-grant/resources-for-successful-applicants>
- You will need a Heritage Permit from Heritage Victoria before starting your project, and may require other approvals and consents. On applying for a permit, successful applicants may seek a waiver of relevant Heritage Permit fees from the Heritage Council. The Living Heritage Grants team will meet with you to discuss these requirements for successful applicants.
- In project delivery, grant funds/the funded activity must not remunerate staff or volunteers.
- The activity does not include using the Funding for political campaigning or advocacy activities for political parties.

Project Management for successful projects

All projects must have appropriately qualified staff to implement them. This must include a heritage professional, and may include an appropriately qualified project manager and a site project manager. These

three roles may or may not be filled by the same individual, please specify in your application. Some projects may require the input of additional specialists, such as conservators, engineers or archaeologists and the budget should reflect these costs.

Heritage Professional

A suitably qualified heritage professional is mandatory for all projects and is required to:

provide advice on the application and project scope

provide advice during the entirety of the implementation and completion of the grant

provide advice on the development of a Cyclical Maintenance Schedule required at project completion

Project Manager

An appropriately qualified project manager, with experience in heritage conservation, is recommended for all projects, but mandatory for projects valued at \$50,000 or more. A percentage of the grant funds may be used to fund this. If applicable, the project manager should be nominated in the application and costs included. A grants project manager is required to:

administer the grant funding, ensuring that funding timelines are met

undertaking reporting to Heritage Victoria as required

deliver the project within its allocated budget.

Site Project/Works Manager

A site project/works manager is required to:

project manage and oversee the works on site.

Contractors

The heritage conservation skills and experience of contractors is a relevant criterion in selecting successful contractors. The Heritage Professional appointed to the successful project can provide advice on appropriate heritage skills, experience and qualifications, in the evaluation of suitable contractors.

Contact the Living Heritage Grants team

If you have questions, talk to the Living Heritage grants team.

In the first instance, send an email to living.heritage@delwp.vic.gov.au detailing the heritage place or object and your questions.

If you do not have email contact Heritage Victoria by phone on (03) 7022 6390 and a member of the Living Heritage Grants team will contact you as soon as possible.

Appendix 1 – Assessment Criteria

Heritage grants are awarded through a competitive process. Once the application round has closed, all applications will be assessed against published eligibility and assessment criteria. It is important to complete the application form and include all mandatory attachments, as only complete applications will be assessed. You may be contacted during the assessment process to clarify elements of your application.

Assessment of applications will also consider benefits to rural and regional communities as well as metropolitan fringe or high growth areas, to ensure a fair spread of support to heritage places and objects across the state. Where there is high demand for funding, grants may be offered for high priority works only (i.e. works that specifically address the risk to the place or object).

Projects will be assessed based on competitive ranking against the assessment criteria and presented to an independent assessment panel for evaluation and funding recommendations for projects made to the Minister or Ministerial delegate for decision. Projects will be considered for funding until all funds have been distributed. The grant assessment and decision making process demonstrates the following key principles of DELWP grant management:

Align with Government policy

Transparent and accountable

Fair and equitable process

Efficient administration

Integrity of Information

The assessment criteria

Applications will be assessed against the eligibility of the proposed project, and how the project addresses the following criteria:

Why?	The project is needed in order to address the risk to the place or object, including the urgency of the works	20%
How?	The proposed project will be undertaken, including the use of an appropriate heritage conservation methodology.	20%
Who?	Will be conducting and overseeing the works (i.e. a suitably qualified project manager, heritage architect or other heritage professional)	10%
What?	The intended outcome(s) of the project will be, including any heritage conservation, community and social, economic and environmental benefits	50%

Weightings in percentage are provided as a guide to the relative importance of different criteria in the assessment process. Applications are required to outline how the project will provide **at least one benefit** in each of the following four categories. Please note that the more benefits that are demonstrated within the application, the more competitive the application will be.

Heritage conservation benefits

Addresses the need for urgent and necessary works such as roof repairs or structural works

Has an appropriate conservation approach

Will use traditional heritage trades and skills

Community and social benefits

Involves a collaboration or partnership between a number of stakeholders, such as a community group and a local council, or a church hall and a local welfare organisation

Provides new or improved community facilities

Offers opportunities for community events and increased social interaction

Provides increased education and training opportunities

Delivers increased community understanding of, and participation in, heritage conservation and celebration of heritage places and objects

Enhances public health and safety

Economic benefits

Improved tourism opportunities

Increased private spending and business opportunities

Provides employment opportunities

Promotes reduced maintenance costs

Environmental benefits

Demonstrates re-use or improved use of a heritage asset

Provides a positive contribution to the visual environment

Promotes sustainable use of heritage assets (reduced consumption of building materials, or new uses for a building of high replacement value)

Demonstrates sustainable use of resources (reduced energy or water use)

Appendix 2 – Conditions

Application conditions

By applying, the applicant acknowledges that:

the *Living Heritage Grants Program 2022 Guidelines* and FAQs and the terms have been read and understood all information provided within your application is correct (providing any false or misleading information may result in the rejection of the grant application).

DELWP may follow up and confirm any information contained in your application and may request additional information. Failure to provide the information may mean that the application is unable to be assessed and result in the rejection of the application

if successful, details of the grant will be made public on Heritage Victoria's website (including the address of the place, Victorian Heritage Register number, description of works funded and the total funding amount)

the applicant and owner of the property agrees to allow Heritage Victoria to use or publish any photographs supplied for the purposes of promotion on the DELWP website, intranet and social media accounts, and in any printed material or media

it is recognised that the DELWP is collecting your personal information (such as your name and contact details) and supporting material in order to assess your eligibility for grant funding and contact you about your application. Your information will be held and managed in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*

any personal information about you or a third party in your application will be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement

Any personal information about your or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* and other applicable laws

The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at <http://delwp.vic.gov.au/privacy> and requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 3002 or by phone on 03) 7022 6390. information and uploaded images and documentation in this application is stored on GEMS (grant management system) and HERMES (Heritage Victoria's heritage database) in sections accessible to DELWP employees.

Funding Conditions

The following conditions will apply to successful applicants:

works cannot proceed without a permit or permit exemption issued by the Executive Director, Heritage Victoria under the *Heritage Act 2017* (refer to: <https://www.heritage.vic.gov.au/permits/apply-for-a-permit>).

works cannot commence until the Funding Agreement has been executed by DELWP and the applicant

It should be noted that a successful application does not equate to the granting of a permit or permit exemption under the *Heritage Act 2017*

the project must commence within six (6) months of entering into the Funding Agreement with DELWP.

Projects that have not commenced within this timeframe must contact the grants team to explain the delays and negotiate an appropriate commencement date. Grant recipients that fail to provide this advice may risk voiding the Funding Agreement and having to return any funds that have been provided

funds must be spent on the project as described in the application and any unspent funds must be returned to DELWP, as per the Funding Agreement

The activity does not include using the Funding for political campaigning or advocacy activities for political parties.

issues concerning the return of unspent funding will be resolved between DELWP and the organisation after the Funding Agreement expires or the completion of the project, whichever occurs first

any variation to the approved project must be submitted to the DELWP for approval prior to implementation

successful applicants are expected to acknowledge the Victorian Government's support, and promotional guidelines will form part of the funding agreement as outlined in the *DELWP Acknowledgement and Publicity Guidelines*. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project. Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials

successfully funded projects will be required to submit reports detailing the progress and outcomes of the Living Heritage funding as per the Funding Agreement

successfully funded projects will be offered funding as a GST exclusive amount. However, for organisations with an ABN and who are GST registered, payment will be made GST inclusive

successfully funded places under private ownership will be required to repay the full amount of the grant to the DELWP if the property is sold within twelve (12) months of completion project and grant acquittal.