

# ACT Heritage Grants Program 2026-27 Application

## Form Preview

### ACT Heritage Grants Program

Applicants please note:

Before completing this application form, you should have read the **ACT HERITAGE GRANTS PROGRAM GUIDELINES FOR APPLICATIONS 2026-27** available at:

[Funding to conserve and promote the heritage of the ACT - ACT Government](#)

Incomplete applications and/or applications received after the closing date will not be considered.

To be eligible for the program you must meet specific criteria and supply the required supporting documentation. Please read the criteria carefully to ensure you are eligible before applying.

If you have any questions please contact the ACT Heritage Grants Team on (02) 6205 9454 or email [heritage.engagement@act.gov.au](mailto:heritage.engagement@act.gov.au)

### Contact Details

\* indicates a required field

#### Privacy Notice

The City and Environment Directorate values your privacy and is committed to protecting the personal information it collects. We do not collect, use or disclose personal information other than information you choose to provide. We adhere to the [Information Privacy Act 2014](#) and its principles and associated policies. For more information about ACT Government privacy and data collection policies go to [Privacy and data collection](#).

#### Applicant Details

**Are you applying as \***

☐ Individual ☐ Group ☐ Organisation ☐ Incorporated

**Applicant name (individual or organisation) \***

Organisation Name

If applying on behalf of an organisation check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

**Department / Branch**

Use this field only if relevant

**Applicant primary address**

Address

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|  |
|--|
|  |
|  |

### Applicant postal Address

Address

|  |
|--|
|  |
|  |

### Applicant website

|  |
|--|
|  |
|--|

Must be a URL.

### Primary contact person \*

Title      First Name      Last Name

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

This is the person we will correspond with about this grant.

### Role in project or organisation \*

|  |
|--|
|  |
|--|

e.g. Manager, Board Member, Project Officer/Manager.

### Primary phone number \*

|  |
|--|
|  |
|--|

Must be an Australian phone number.

### Back-up phone number

|  |
|--|
|  |
|--|

Must be an Australian phone number.

### Primary contact person's email address \*

|  |
|--|
|  |
|--|

Must be an email address.

This is the address we will use to correspond with you about this grant.

## Organisation Details

\* indicates a required field

### ABN Details

#### Does your organisation have an ABN? \*

☐ Yes

☐ No

#### ABN \*

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |                                  |
|---------------------------------------------------|----------------------------------|
| ABN                                               |                                  |
| Entity Name                                       |                                  |
| ABN Status                                        |                                  |
| Entity Type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main Business Location                            |                                  |

Must be an ABN.

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from the [ATO](#).

### Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

### What is your incorporation number?

Incorporated Association or Australian Corporation Number

## Project

\* indicates a required field

### ACT Heritage Register

#### Please select the 2026-27 priorities that will be addressed by your project \*

- ☐ CONSERVATION WORKS - Conservation works that enable the continued preservation, protection and use of places and objects protected under the Heritage Act 2004, including those on the ACT Heritage Register and Aboriginal places and objects.
- ☐ CONSERVATION MANAGEMENT PLANS - CMPs for places and objects protected under the Heritage Act 2004, including those on the ACT Heritage Register and Aboriginal places and objects.

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☐ **COMMUNITY ENGAGEMENT** - Projects that actively engage people in understanding, celebrating and promoting heritage places and objects protected under the Heritage Act 2004, including those on the ACT Heritage Register

☐ **ABORIGINAL HERITAGE ENGAGEMENT**- Projects that are initiated by or involving local Aboriginal communities that promote and protect local Aboriginal cultural heritage.

**Is your project related to a place or object protected under the Heritage Act 2004, including those on the ACT Heritage Register and Aboriginal heritage places and objects? \***

☐ Yes

☐ No

**Please provide a link to the place or object on the ACT Heritage Register. If the place or object isn't listed, it does not mean it is not on the register. If this is the case, please provide evidence below that you have confirmed the place or object is protected under the Heritage Act 2004 by emailing [heritage.engagement@act.gov.au](mailto:heritage.engagement@act.gov.au) \***

Word count:

Must be no more than 100 words.

**Please describe how your project relates to or physically impacts the listed place or object. \***

Word count:

Must be no more than 100 words.

## Project details

**Project title: \***

Provide a name for your project/program/initiative. Your title should be short but descriptive

**Project summary \***

Word count:

Must be no more than 250 words.

Include a brief summary of what you are seeking funding for, who will benefit, what you will deliver, and what will be the outcomes.

## Assessment Criteria

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**Your application will be assessed by the panel against the following selection criteria.**

**Each criteria is worth up to 20% with the application assessed against a total score out of 100.**

***(Please provide a statement of no more than 300 words in response to each criterion).***

### **Assessment Criterion 1 - Why are you proposing this project?**

- Describe the aims and objectives of the project and explain why there is a need for your project.
- Demonstrate your sound understanding of the cultural heritage significance of the place or object.
- Assessment weight - 20%

\*

Word count:

Must be no more than 300 words.

### **Assessment Criteria 2 - Outcomes of the Project**

- Clearly describe the outcomes of your project and how they align with the funding priorities.
- What will be the tangible and intangible outcomes of your project?
- Consider best practice heritage outcomes and Burra Charter principles. See [The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013](#) for more information.
- Assessment weight - 20%

\*

Word count:

Must be no more than 300 words.

### **Assessment Criterion 3 - Benefit to the heritage of the ACT**

- Demonstrate how the project is relevant to the heritage of the ACT and/or will benefit primarily the local community.
- Describe the improvements to heritage values and/or improvements to the engagement or awareness of heritage values of the ACT.
- Assessment weight - 20%

\*

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Word count:

Must be no more than 300 words.

### **Assessment Criterion 4: Capacity and commitment to deliver projects in a timely manner using qualified heritage professionals and consultants.**

- Provide evidence of your experience and any stakeholders/partners experience in delivering similar projects (you can attach supporting documentation later in this application form).
- Describe how you will manage the project, including adhering to ACT Heritage Council advice and approval processes as required.
- Demonstrate how the project represents good value for money.
- Assessment weight - 20%

\*

Word count:

Must be no more than 300 words.

### **Assessment Criterion 5 - Who is the audience of this project and how will you reach them?**

- Think about how you can actively engage a broad demographic of people across the ACT.
- If successful, you will be expected to hold an event in the Heritage Festival, outline what that will look like.
- If your project is related to Aboriginal heritage you must seek in-principle support from Representative Aboriginal Organisations (RAOs) and where appropriate, Ngunnawal and other First Nations families of the ACT, prior to submitting your application and include evidence with your application.
- Assessment weight - 20%

\*

Word count:

Must be no more than 300 words.

## Budget

\* indicates a required field

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**Total Amount Requested**

\$

What is the total heritage grant funding you are requesting in this application?

### Budget details

Please outline your project budget in the income and expenditure tables below.

All figures must be **GST exclusive**.

Refer to **4.2 Project Budget and Appendix C in the Heritage Grant Guidelines** to ensure your budget is clear, accurate and realistic.

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

### Income

Income is any money that will be used to fund the project. This includes the grant amount sought as well as all other sources of funding including cash contributions from your organisation and contributions from partnering ACT Government agencies.

| Income Description | Income Type | Income Amount (\$) | Notes |
|--------------------|-------------|--------------------|-------|
|                    |             | \$                 |       |
|                    |             | \$                 |       |
|                    |             | \$                 |       |
|                    |             | \$                 |       |
|                    |             |                    |       |

### Expenditure

Expenditure is all the direct financial costs required to deliver your activity.

Please refer to **4.2 Project Budget and Appendix C in the Heritage Grant Guidelines** to ensure your expenditure is realistic, necessary, well-documented and justified.

| Expenditure Description | Expenditure Type | Expenditure Amount (\$) | Notes |
|-------------------------|------------------|-------------------------|-------|
|                         |                  | \$                      |       |
|                         |                  | \$                      |       |
|                         |                  | \$                      |       |
|                         |                  | \$                      |       |
|                         |                  |                         |       |

### Budget Totals

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Your budget must balance. That means the total income must be the same as the total expenditure.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

### In-kind contributions

What in-kind contributions will be made to support this project?

In-kind contributions must be directly related to the project. They must be realistic, justifiable and valued proportionally to their use on the project.

Non-financial inputs could be

- Volunteer time (this can be calculated at an hourly rate of \$50.40)
- Pro bono professional expertise, for example architects and historians
- Labour and donated materials, for example, site preparation and gravel
- Facilities and equipment
- Promotion and marketing activities

Please demonstrate your calculations for example:

- Research by a Level 2 Historian at \$150/hr x 6 hours
- Volunteer labour for site preparation at \$50.40/hr x 10 hrs
- Venue hire and seating at \$900 for 3 hrs

| In-kind contributions | Amount                   |
|-----------------------|--------------------------|
|                       | \$                       |
|                       | \$                       |
|                       | \$                       |
|                       | \$                       |
|                       | \$                       |
|                       | Must be a dollar amount. |

### In-kind support

**In-kind support promised by individuals, volunteers, community groups and organisations must be provided in writing and attached to this application form**

Attach a file:

### Quotes for expenditure

**Does your project include expenditure on items over \$1000? \***

☐ Yes

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☐ No

**If yes, please upload 2 or more quotes for all expenditure items over \$1000**

Attach a file:

Applicant cash contribution

**If your organisation is providing a cash contribution to the project please upload a letter from a suitably authorised person confirming the commitment.**

Attach a file:

## Approvals

*\* indicates a required field*

Landowner permission

**Does your project include work on land that is not owned by you? \***

- ☐ Yes  
☐ No

**If yes, you must attach written support from the landowner (and land manager if different) to undertake the project.**

Attach a file:

ACT Government owned places and assets

ACT Government agencies must be approached for agreement to the project prior to the submission of the grant application. Refer to **Appendix A** of the grant guidelines for more information.

**Conservation works projects** and the development or renewal of a **Conservation Management Plan** for properties owned by the ACT Government must include written confirmation demonstrating a 50% financial contribution by the partner agency and state if the applicant or the ACT Government will manage the project.

**Community engagement** and **Aboriginal heritage engagement** projects that impact or involve an ACT Government owned asset or place must provide written confirmation of their support for the project from an authorised person.

**Does your project impact or involve an ACT Government owned asset or place? \***

- ☐ Yes  
☐ No

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**If yes, you must attach a letter from the relevant ACT Government agency agreeing to support your project.**

Attach a file:

### Aboriginal heritage

**Is your project related to Aboriginal cultural heritage? \***

- ☐ Yes  
☐ No

**If yes, you must seek in-principle support from Representative Aboriginal Organisations (RAOs) and the local Ngunnawal community where appropriate, prior to submitting the application. Attach evidence that this information was sought (such as phone logs or written support). Please contact ACT Heritage for RAO contact details.**

Attach a file:

### Key personnel

Please provide a short CV for each **key person, organisation or business** involved in the project such as trades people, builders, project managers, curators and historians to demonstrate their relevant experience and/or heritage related projects they have been involved with.

#### Upload files

Attach a file:

### Planning and approvals

**Does your project require statutory approvals under the Heritage Act 2004 or the Planning Act 2023?**

Provision of a grant does not exempt recipients from the required approvals processes or processing timeframes.

More information regarding approval and timeframes can be found at [Development at heritage sites - ACT Government](#).

**Please list below approvals required for your project.**

### Insurance

\* indicates a required field

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### Certificate of Currency

**All grant projects must be covered by Public Liability Insurance. \***

- ☐ I have attached a copy of my Public Liability Insurance certificate of currency that covers the project for not less than \$20 million.
- ☐ I will obtain appropriate Public Liability Insurance if this application is successful (note: the cost of insurance for individuals/community groups for the period of your project can be included in the grant application budget).

**Please upload a copy of your Public Liability insurance Certificate of Currency.**

Attach a file:

### Volunteer Insurance

**Does your project utilise volunteers? \***

- ☐ This project will not be utilising volunteer workers.
- ☐ This project will be using volunteer workers and I have attached my current Voluntary Workers Insurance certificate of currency or policy.
- ☐ I will obtain this cover for the period of the project if the application is successful (note: the cost of insurance for individuals/community groups for the period of your project can be included in the grant application budget).

**If yes, upload your current Voluntary Workers Insurance certificate of cover**

Attach a file:

### Eligibility and conflict of interest

**\* indicates a required field**

#### Eligibility checklist

**You MUST tick the boxes to confirm the following:**

**(Please note: your application will not be able to be submitted if this section has not been completed)**

**\***

- ☐ You have read the 2026-27 ACT Heritage Grants Program Guidelines for Applications.
- ☐ You do not have an overdue unacquitted grant from the ACT Heritage Grants Program - or you have been granted an extension.
- ☐ If relevant, you have attached letters of in-kind and/or financial support, and/or permission from owner(s)/property manager(s) of the heritage place or object.
- ☐ You hold appropriate public liability insurance and have attached your insurance certificate or you agree to obtain public liability insurance if your application is successful.
- ☐ You have attached a current curriculum vitae (or list of projects for contractors) for all key personnel involved in the project.
- ☐ Agree that you have, or will obtain if required, any heritage and development approvals or permits required to undertake the project.

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☐ Agree that you will deliver your project in accordance with relevant legislations, policies and industry standards.

At least 7 choices must be selected.

All

### Conflict of interest declaration

Details of anyone involved in the project who are current or past employees of ACT Heritage, current or past members of the ACT Heritage Council, or any other potential conflict of interest, must be declared.

Word count:

Must be no more than 250 words.

### Disclosure of other government funding

Please disclose if you have applied for, or received any ACT or Commonwealth Government funding related to your project for the 2026-27 year.

Word count:

Must be no more than 250 words.

## Certification and Feedback

\* indicates a required field

### Certification

**This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).**

I/we, the person(s) making this application, do hereby apply for financial assistance under the ACT Heritage Grants Program for the purpose(s) described in this application and certify that all details supplied in this application form are correct and that all grant monies received will be used entirely for the purpose(s) for which it is approved.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

**I agree \***

☐ Yes

☐ No

**Name of authorised person \***

Title

First Name

Last Name

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Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**How did you hear about the 2026-27 ACT Heritage Grants Program?**

- ☐ Social media
- ☐ ACT Government website
- ☐ Advertising and media
- ☐ Word of mouth
- ☐ Other:

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**

Word count:

Must be no more than 250 words.