Transport Heritage Grants Program
2024 Application Form

IF COMPLETING BY HAND PLEASE USE BLOCK CAPITALS

Application Deadline: 31 July 2024

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

APPLICANT INFORMATION

1. 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:

Email:

Website:

ABN/CAN:

Are you registered for GST?   Yes   ☐   No   ☐

Are you registered as a not-for-profit organisation?

                                     Yes   ☐   No   ☐

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):

2. Eligibility

Individuals

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 can be found here.

Organisations

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

Yes   ☐   If yes, what 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.

3. Insurance

Do you have the relevant insurance for your project?

Yes   ☐

No   ☐

If yes, what type of insurance policies do you hold?

4. Ownership

Who is the asset owner?

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

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

Who is the intellectual property owner?

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

PROJECT INFORMATION

Project Title:

Grant amount requested (Inc GST):

Project Category:

Note: see application guidelines for explanation of categories

☐ Restoration, reconstruction or preservation 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.

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

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

7. Describe how this project will promote understanding or improve the management of heritage transport in NSW (up to 200 words):

8. 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):

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

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

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

12. 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):

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

14. Outline how the community will participate in or engage with the project, during or after the project is complete (up to 300 words), or demonstrate the ways the project will progress or establish the management of the heritage item.

Please attach evidence as appropriate, including accreditation, safety management systems, annual reports, letters of support, CVs etc.

TIMEFRAME AND KEY MILESTONES - PROJECT VIABILITY

15. Anticipated grant project dates (approximate Month/Year):

Note: activities for which grant funding is sought must start after October 2024 and be completed before December 2025

Start Date:

End Date:

16. Target milestones for the grant project:

Note: You are only required to list milestones associated with your grant request. If providing a separately prepared project plan, please ensure all the information requested below is included.

#	Project milestone	Critical path tasks (tasks to complete the milestone)	Time estimate	Expected completion date
1				
2				
3				
4				
5				
6				

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

☐ No It is a stand-alone project.

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

18. 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 - PROJECT VIABILITY

19. 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.

Task, activity or materials	Grant funding contribution (including GST)	Other funding contribution (include source)	TOTAL project costs
1.	$	$	$
2.	$	$	$
3.	$	$	$
4.	$	$	$
5.	$	$	$
Total (including GST)	$ Total grant funding requested	$	$

20. 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

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

No ☐

Yes ☐

        If yes, please provide details for other grants:

Grant source:		
Year:		
Amount:		
Project description:		
Successful project completion (Yes/No):		

22. If you are not successful in your current application, how do you intend to continue with the project? (up to 100 words)

RESTORATION, RECONSTRUCTION AND PRESERVATION PROJECTS - ADDITIONAL QUESTIONS (Questions 22-30)

23. Is the asset listed on the NSW State Heritage Register or Inventory (SHR or SHI)? (Search here)

Yes ☐ The SHR / SHI number is:

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

No ☐

24. 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 of the project.

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

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

Include where appropriate:

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

26. 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.

27. 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.

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

29. 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.

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

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

31. 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) 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 safety management system.

☐ Letter of support: from 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 (if applicable):

Applicant contact name:

Signature:

Date: