



**ABOVE:** The 1893 York Post Office was conserved and the original clock, one of the oldest public clocks in WA, restored to working condition with the help of a heritage grant.



**ABOVE:** 1860s Oakabella Homestead, Northampton, received a heritage grant to develop a Conservation Management Strategy which helped identify the maintenance required for its sustainable future.

The Heritage Grants Program offers assistance to private owners of State Registered heritage places to commission Conservation Management Plans or Strategies, or undertake urgent conservation works.

Grants of up to \$100,000 are available through a competitive process and owners are required to match funds to the projects.

This worksheet is intended to provide more details to help you submit a grant application, and to clarify conditions of a heritage grant.

### Applying for a heritage grant

Complete the application form which is available online or by contacting our grants team. See contact details at the end of this document. The completed application form must be submitted with all required attachments by the closing date and time listed on the form.

Please note that if the property has an active project under a previous round of the Heritage Grants Program then this must be completed before applying.

### What do you look for in an application?

Applications should contain all requested information and attachments. We will contact you if we require additional information.

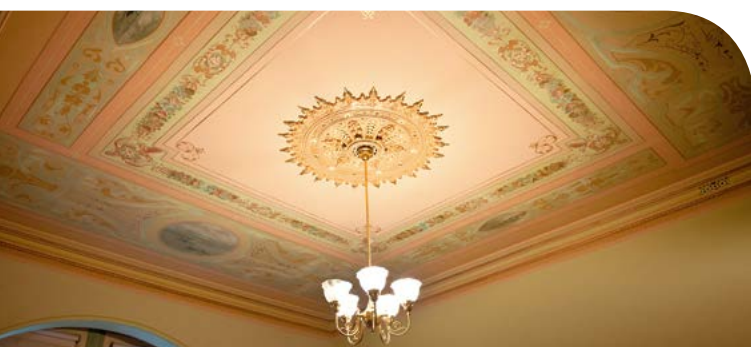
### Can I get help with my application?

We can give general advice or direction with your application, but are unable to provide technical advice or assist with the costs or submission of your application.

If you require technical or professional advice, or need help finding a contractor or supplier, you may find our online heritage directory [inContact](#) of assistance. Please note that businesses listed in [inContact](#) are not endorsed by the Heritage Council or State Heritage Office, and the directory doesn't represent all contractors or suppliers available.

We strongly suggest you seek advice from a heritage professional on your proposed project before applying for funding. It is generally expected that projects will replace materials in a like-for-like manner, rather than introduce modern materials, as this is considered best practice.

If you are unsure of any of the questions or cannot answer a question, please contact us well before the closing date.



**LEFT:** A heritage grant was provided to restore the intricate painting on the ceilings of 1895 Aldgate, East Fremantle.



**ABOVE:** A grant allowed the 1905 WA Rowing Club, Perth, to replace the piling under the rear deck and refurbish the platform, which was critical to its continuous use as a rowing club. Photo courtesy of WA Rowing Club.

## Making sure we received your application

All applications should be acknowledged within two working days. It is your responsibility to make sure the application is received by the closing date. If you do not receive an acknowledgement email or telephone call, please contact us as soon as possible.

## Late or incomplete applications

Applications received after the closure date and time, or applications that remain incomplete at this time, will not be considered for funding.

## Where do I send my application?

Completed applications can be submitted by:

**Email:** grants@stateheritage.wa.gov.au  
(10MB maximum email size - larger emails or attachments may have to be sent separately).

**Post:** Heritage Grants Program  
PO Box 7479  
Cloisters Square WA 6850

**In person:** State Heritage Office  
Level 2, 491 Wellington Street, Perth  
(opposite the Horseshoe Bridge).

Soft copy applications (email or on disc) are preferred. Photographs must be provided at a high resolution and as separate files (not embedded in a PDF). Faxed applications are no longer accepted. Please note that received applications become the property of the Heritage Council of Western Australia. Do not send original documents with a hard copy application (unless you do not need these returned).

## Application assessments

Following the round closure, applications will be assessed against eligibility criteria before undergoing a project assessment. Only complete applications are assessed. If we contact you following round closure to clarify the content of your application, please respond promptly. Failure to do so may be the difference between your application being assessed and considered for funding or missing out.

## Contact us

Bairds Building  
491 Wellington Street  
Perth 6000  
PO Box 7479  
Cloisters Square PO  
WA 6850

**T:** (08) 6552 4117  
**FREECALL (country callers only):**  
1800 524 000  
**E:** grants@stateheritage.wa.gov.au  
**W:** grants.stateheritage.wa.gov.au

## How projects are assessed

When assessing applications, we look for the following:

- The project's level of urgency
- The type of project being presented (eg documentation, structural repairs, specialised heritage maintenance, preventative works)
- Whether or not the causes of the issues have been taken into account
- The likelihood of the project proceeding without funding assistance
- The level of community benefit represented by the project
- Level of enhancement the project will give the place.

Every year, heritage grants are awarded through a competitive process. Where there is a high demand for funding, grants may be offered only for high priority works. Where a project presents both high and low priority works, the low priority works may not attract funding.

## Outcome of application

Assessment of applications begins immediately after the application period closes. In general, applicants will know the outcome two months after application closure. We will contact all applicants should there be a delay.

## Feedback on unsuccessful application

Unsuccessful applicants are given a general indication of why their application did not attract funding. However, if you would like more detailed feedback, contact us following the announcement of successful applicants.

## Successful applications

Successful applicants will be required to enter a Grant Agreement in order to access funding. A sample Grant Agreement is available at [grants.stateheritage.wa.gov.au](http://grants.stateheritage.wa.gov.au)

Conditions of offer may be added where deemed necessary by the Heritage Council.