



Lotterywest Grants Information Package

Valuing Our State's Heritage

Conservation of Cultural Heritage Grants

This package provides not-for-profit organisations and local government authorities with information to assist you to apply for a Lotterywest Grant for a conservation of cultural heritage proposal. Information on other grant areas is available from our website or by calling Lotterywest.

*This package covers the information previously provided in the **Cultural Heritage - Conservation** document.*

You will find in this package:

- Information about Lotterywest Grants.
- How to apply for a Conservation of Cultural Heritage Grant.
- Assessment Criteria for Conservation of Cultural Heritage Grants.
- Details about the Additional Information Form, which must be provided as an attachment to the Lotterywest Application Form. The Form also includes a guide to the more technical aspects that need to be addressed in your application.



Lotterywest

Thanks to the thousands of Western Australians who play our games, Lotterywest has been an important source of funds for the Western Australian community for over 70 years.

Profits from the sale of our games enable us to provide millions of dollars each year to WA's hospitals, sports, arts and community groups, to help build our community and improve the quality-of-life of Western Australians.

What is a Lotterywest Grant?

Lotterywest grants aim to assist community organisations to turn their ideas into reality. We see the grants we make as an investment, not only in the future of your organisation, but in the future of the Western Australian community as a whole.

Lotterywest grants should make a difference to a community. Our preference is for proposals that have come from, or been embraced by, a community, that will involve a wide cross section of people and will enhance the quality-of-life of Western Australians.

Lotterywest has five broad grant areas. These have come about in response to community priorities. Lotterywest grants will:

- Extend the capacity of not-for-profit organisations.
- Strengthen community service delivery.
- Enhance community development initiatives.
- Value our State's heritage.
- Advance participation in community life.

Within these grant areas we have developed information packages which provide information on common grant opportunities. We encourage you to look at the different packages to get a more detailed sense of the various opportunities.

In addition to Conservation of Cultural Heritage grants we provide grants for a variety of purposes. Just a few examples include recreation for people with a disability, community celebrations, cultural and natural heritage, and for services for seniors, young people and children.

Our primary intent is to provide grants! Once we've confirmed eligibility under our legislation, we work with the organisation to develop their proposal. We may also consider a small grant to further develop a proposal to a stage where the application can be assessed.

If your organisation has an idea, we encourage you to contact Lotterywest. Please refer to the contact details at the end of this document.



This Information Package

This package provides information to help your organisation apply for a grant to help conserve the State's cultural heritage.

"The term **Aboriginal**, is used broadly in this information package in describing the first Australians, and should be taken to mean Australian Aboriginal; Torres Strait Islander; and Indigenous peoples."

Please visit our website at www.lotterywest.wa.gov.au/grants for other grant information or ring Lotterywest on 9340 5270 or 1800 655 270 to discuss your proposal.

Who Can Apply for These Grants?

Lotterywest grants are guided by legislation that requires grants to be made to not-for-profit organisations or local government authorities for charitable or benevolent purposes.

Conservation of Cultural Heritage Grant applications need to be submitted by the legal owner of the place or objects needing to be conserved. Proof of title or ownership will be needed.

If a not-for-profit community group or a local government authority has long-term occupation of a building that is owned by an ineligible organisation, and is wholly responsible for the building's management and maintenance, it may apply for a grant. You should discuss this with a member of our grants team prior to submitting an application.

Grant applications must be submitted by the legal entity or body that is managing the heritage project and signed by the authorised signatory or other officer who has formally delegated authority. Church organisations and religious groups should contact Lotterywest (contact details are on the back page of this document) to confirm the signatory arrangements that Lotterywest has with Church administrations.

Individuals, private or for-profit organisations, government bodies and organisations with a statutory base are not eligible for this grant.



Conservation of Our Cultural Heritage

Conservation of Cultural Heritage Grants help community groups to conserve part of the State's cultural heritage.

Grants are available for urgent conservation work on places or objects of significant heritage value, as well as for the preparation of Conservation or Treatment Plans.

Types of Proposals Supported

Priority is given to projects where the community will directly benefit from the enhancement of its cultural heritage. In addition:

- The completed conservation works should result in a lasting benefit to the cultural heritage of Western Australia.
- The heritage project must be in Western Australia and provide benefits to Western Australians.
- Local community initiatives are strongly encouraged.
- Organisations should demonstrate that they are active and capable of managing the project.
- It is preferable that the Lotterywest grant is not the sole contribution to the project costs.

Grants will be considered only for non-recurrent conservation costs and will not be provided for the purchase of places or objects. In general, grants will not be made towards the conservation of sporting memorabilia or trophies.



Additional Grant Opportunities

If your proposal does not seem to fit this grant area, we may have an alternative package that may be more relevant.

Information about grants for conserving the natural environment please may be found in the Gordon Reid Conservation of Natural Heritage Grants Information Package.

Information about grants for to interpret our State's heritage is available in the Interpretation of Cultural Heritage Grants Information Package. (Annual Grant Round)

Information about grants to help communities to record and share their history, as a way of maintaining their sense of identity and heritage are available in the Community Histories Information Package.

If you require information about grants to support capital works, equipment, and/or planning of project costs for heritage-related activities, please refer to the Valuing our State's Heritage Overview of General Grant Opportunities Information Package.

These information packages can be found via our website or we can mail a copy to you. Alternatively we invite you to discuss your proposal with a member of our grants team. Contact details are at the end of this information package.

Grants Process

Lotterywest invites applications for its Conservation of Cultural Heritage Grants through an annual grant round. The annual **closing date** for the round is in **November** each year. Check the Lotterywest website for details of the deadline date. Applications must be received by Lotterywest or postmarked no later than the closing date.

The total amount available for each annual round is limited and rounds are usually highly competitive.

Please note:

- Organisations not legally incorporated or not registered for GST can apply for single or multiple grants with a combined total of up to \$15,000 in any one financial year.
- Applications should be for more than \$1,000.



Conservation of Cultural Heritage Assessment Criteria

The following factors will inform our assessment of your application:

- The community benefit of the proposal.
- Evidence that the conservation services will be provided by a recognised practitioner.
- A written statement on the significance of the place/object to be conserved.
- Evidence of the urgency of the proposed works.
- Information about how the proposed works are in keeping with the significance of the place/object.
- Evidence that suitable after-treatment care for the place/object will be undertaken.
- For cultural heritage objects, evidence that a collection management system is in place to safeguard the object conserved.

Grants for works will usually only be considered if a Conservation or Treatment Plan has been completed. Please ensure you include a copy of your Conservation/Treatment Plan if you have one.

How to Start

If you think you have a suitable proposal for a **Conservation of Cultural Heritage Grant**, you should speak to a member of our grants team (contact details are on the back page of this Information Package) to ensure this grant area is appropriate for your proposal. If you decide to proceed with an application, an application form can be downloaded from our website or we can mail it to you.

Completing the Application Form

After discussing your proposal and confirming its suitability for a grant, you will need to complete a Lotterywest grant application form and provide the documents requested in the application form.

Additional Information to Attach

In addition to the information specified in the Grant Application Form, **you will also need to complete the Additional Information Form** required for Conservation of Cultural Heritage Grants. A separate document has been developed with information requested under various headings. The headings also form the assessment criteria used to assess the grant and are outlined in the Assessment Criteria Section.



Lodging Your Application

When you have completed your Application Forms, you can either mail them to us, or bring them into our office. Our address details are on the back page of this document.

If you have included all the required information, within approximately two weeks, you will receive a letter acknowledging that your application has been accepted and detailing how the process will proceed. If we need any further information we will contact you.

How is your Application Assessed?

All Conservation of Cultural Heritage Grants applications are assessed against the community benefit criteria and may be short-listed prior to evaluation by relevant technical experts.

A recommendation will be submitted to the Lotterywest Board for its consideration, and then to the Premier for approval. This process, which ensures accountability for the grants we provide to the community, usually takes about five months.

All applicants will receive written advice on the result of their application.

Grant recipients will receive a Grant Approval letter advising of any special grant conditions. For example that payment will be made on the production of original invoices certified by the professional heritage consultant.

If a round is particularly competitive, we may not be able to fund all worthwhile proposals. Unsuccessful applicants are able to resubmit in future grant rounds. A discussion with Lotterywest may assist you to develop your proposal to enhance its competitiveness in a future round.



Acknowledging Lotterywest's Support

Grant recipients are generally encouraged to acknowledge the support they receive from Lotterywest; however potential promotion opportunities of Lotterywest will not influence the assessment outcome.

You might include the Lotterywest logo in brochures or other printed material/signage or hold a community event to 'launch' the project. The Grant Approval letter will let you know if we would like you to acknowledge Lotterywest.

Who to Contact

For further information or to discuss ideas for projects please contact a member of our grants team.

Phone: 08 9340 5270
Toll Free: 1800 655 270
TTY: 08 9340 5236
Fax: 08 9340 5274
Email: grants@lotterywest.wa.gov.au
Web: www.lotterywest.wa.gov.au/grants

Street Address: Lotterywest (Grants and Community Development)
74 Walters Drive
Osborne Park WA 6017

Postal Address: Lotterywest (Grants and Community Development)
P O Box 1113
Osborne Park WA 6917