



VICTORIAN  
ABORIGINAL  
HERITAGE  
COUNCIL



# ABORIGINAL CULTURAL HERITAGE FUND

## Grant Program Guidelines

### SECTION A. Applicant organisation

#### 1. What are the details of the applicant organisation?

Name:

Postal address (include street, town/suburb and postcode):

Website (if applicable):

#### 2. Is the applicant organisation an auspice?

☐

Yes

☐

No

*If your organisation is not incorporated, you must arrange for an incorporated organisation to manage the grant funds. This organisation will be the 'auspice organisation' for the application and will be responsible for signing the funding agreement and managing the funds on your behalf.*

#### 3. What is your organisation type?

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Office of the Registrar of Indigenous Corporations (ORIC)

☐

Australian Securities and Investments Commission (ASIC)

☐

Consumer Affairs Victoria (CAV)

☐

Other (please describe):

Your organisation's official details can be checked at:

- For Office of the Registrar of Indigenous Corporations – [www.oric.gov.au](http://www.oric.gov.au)
- For companies / businesses – [www.asic.gov.au](http://www.asic.gov.au)
- For Incorporated Associations or Cooperatives – [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)



## SECTION A. Applicant organisation cont'd

### 4. What is your organisation's registration number?

☐ Indigenous Corporation Number (ICN):

☐ Australian Company Number:

☐ Organisation Number or Registration Number:

☐ Other (provide details):

### 5. What is your organisation's Australian Business Number (ABN)?

### 6. Is your organisation registered for GST?

☐ Yes (*Note: Auspice organisations must be registered for GST*) ☐ No

If NO, and your organisation is not registered for GST, is your organisation's annual turnover less than \$150,000?

☐ Yes ☐ No

### 7. Is your organisation controlled, led and/or directed by Victorian Traditional Owners?

☐ Yes ☐ No

### 8. Is your organisation a Registered Aboriginal Party (RAP) within the meaning of the *Aboriginal Heritage Act 2006*?

☐ Yes ☐ No

If NO, and your organisation is not a RAP, what is the area of Country that your organisation represents or speaks for?

Please describe the extent of Country with reference to, for example, place names, geographic descriptions, Local Government Area/s, and/or language names. You may choose to attach a map of Country to your application in answer to this question.



## SECTION B. Project details

**9. What is the name of your project?**

**10. Which project category does your project fit into?**

- ☐ Category 1: Cultural heritage protection works
- ☐ Category 2: Innovation, excellence and advocacy in cultural heritage management
- ☐ Category 3: Awareness training or initiatives

**11. What Traditional Owner group/s or community is leading and benefiting from your project?**

**12. Who else is involved in your project:**

*For example:*

- Project partners and contributors
- Contractors or service providers
- Government departments or agencies

**13. Describe your project:**



## SECTION C. Supporting reasons

### 14. For place-based projects, where on Country will your project happen?

Please use site names, place names, Victorian Aboriginal Heritage Register details, map coordinates, and any other identifying features (e.g. roads)

### *For projects under Category One: Cultural heritage protection works*

### 15. Have you included in this application photographs and maps of the project site/s?

☐ Yes ☐ No

### 16. How will your project help to manage and protect Aboriginal cultural heritage? (maximum 250 words)



## SECTION C. Supporting reasons cont'd

**17. Why is your project a priority?** (maximum 250 words)

**18. Who will benefit from your project and in what ways?** (maximum 250 words)





## SECTION C. Supporting reasons cont'd

### 19. Have you attached to this application signed letters of recommendation or support from:

The CEO or Board from the Registered Aboriginal Party

☐ Yes ☐ No ☐ N/A

The relevant Traditional Owner organisation/group/community

☐ Yes ☐ No ☐ N/A

Key project partners or contributors

☐ Yes ☐ No ☐ N/A

Auspice organisation

☐ Yes ☐ No ☐ N/A

### 20. Have you attached to this application your organisation's strategic plan, Country plan, business plan, etc and described how your project supports this?

☐ Yes ☐ No

## SECTION D. Doing your project

### 21. What are the key stages of your project and how long will each stage take?

Key stages or milestones	Timeframes

Have you attached to this application a Project Plan or Scope of Works?

☐ Yes ☐ No

### 22. What experience do you/your team (and any project partners) have with delivering projects like this one?

Team member/partner	Relevant experience

### 23. What arrangements are in place for managing this project?

For example, who will approve project milestones and spending



## SECTION D. Doing your project cont'd

### For projects under Category One: Cultural heritage protection works

#### 24. Have you attached to this application:

- ☐ For freehold land: Evidence of owning the project site (e.g. certificates of title)
- ☐ For leased land: Evidence of having the right to deliver your project on the leased land and the landowner's agreement for you to carry out the project on the leased land
- ☐ For public land: Evidence of having the right to access, manage, use the project site to deliver your project (e.g. statutory rights, Traditional Owner Agreements, letters from land manager)
- ☐ Other: \_\_\_\_\_

## SECTION E. Funding your project

#### 25. Have you attached to this application a basic budget showing the expected costs for each key stage or milestone.

- ☐ Yes ☐ No – please complete the below budget table to provide an indication of costs.

Item/service:	Amount \$
Item/service (any in-kind contributions):	
Total project expenditure	
Expected sources of income and in-kind contributions (if applicable)	
Total income	
<b>Total grant amount</b> (This is the 'Total project expenditure' minus the 'Total income')	



## SECTION E. Funding your project cont'd

**26. Is there any other information or sources of funding that relate to this application?**

☐

Yes. Please describe:

☐

No

**27. Have you attached to this application quotes for any of the activities relating to your project?**

☐

Yes. Please only include quotes that have been provided within the last 3 months.

☐

No

## SECTION F. Approval

All applications must be approved by the CEO and Board for the Applicant Organisation:

Name

Position

Signature

Date / /

Name

Position

Signature

Date / /

## SECTION G. Information management

Information provided to the Office of the Victorian Aboriginal Heritage Council (OVAHC) in Aboriginal Cultural Heritage Fund applications will be used to assist OVAHC to assess eligibility and suitability for the funding and to prepare funding agreements. Any personal information that is provided will be handled in accordance with the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

OVAHC, its officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application to the Victorian Aboriginal Heritage Council or the Department of Premier and Cabinet for any purpose in connection with the administration of the Aboriginal Cultural Heritage Fund.

You may access a copy of DPC's Privacy Policy in relation to the management of personal information collected by contacting **1300 366 356**.





## SECTION H. Supporting documents

### Checklist:

Map of Traditional Country	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Photographs of project site/s	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Maps showing project site/s	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Letters of support or recommendation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Applicant Organisation's Plans and Strategies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Project Plan or Scope of Works	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Right of ownership documents (e.g. certificates of title)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Right of use documents (e.g. lease agreements, statutory rights, Traditional Owner Agreements)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Land owner or manager's agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Project budget	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Current quotes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Other. <i>Please list:</i>			

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