



Department of Planning,  
Lands and Heritage



GUIDELINES FOR

# LOCAL GOVERNMENT HERITAGE CONSULTANCY GRANTS PROGRAM

July 2025

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## 1 How to use this guideline

This guideline will tell you:

- who is eligible to apply
- what types of projects can be supported
- how applications are assessed
- what funding is available
- what to expect if you are successful.

Before making an application to the Grants Program (the program) you should read these guidelines in full in, available on the Department of Planning, Lands and Heritage's [website](#).

If you have any questions about the content of these guidelines and would like to discuss your application, please contact [heritagesupport@dplh.wa.gov.au](mailto:heritagesupport@dplh.wa.gov.au)

## 2 About the Program

The program provides funding assistance to Western Australian Local Government authorities for consultant fees associated with the:

- identification of local heritage places
- the development and implementation of a heritage framework.

The program does this to support and encourage the identification and protection of local heritage places through best practice heritage management frameworks and statutory processes.

The program is funded and administered by the Department of Planning, Lands and Heritage (the Department).

The program can support projects such as:

- reviewing and developing heritage lists and local heritage surveys
- identifying and investigating heritage areas
- researching and developing a heritage-related local planning policy, strategy or similar guidelines document
- other documentation projects that demonstrate contribution to the program purpose.

### 3 Program Timeline

|                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| APPLICATIONS OPEN 11 AUGUST 2025                                                                                                                                                                          |
| Guidelines are available from the <a href="#">website</a> .                                                                                                                                               |
| APPLICATIONS CLOSE AT NOON 6 OCTOBER 2025                                                                                                                                                                 |
| Completed applications must be submitted on or before the closing date and time.<br>Late or incomplete applications cannot be assessed.                                                                   |
| APPLICATIONS ARE ASSESSED                                                                                                                                                                                 |
| All applications are checked for eligibility before being assessed by the assessment panels.                                                                                                              |
| GRANT OFFERS ARE MADE DECEMBER 2025/JANUARY 2026                                                                                                                                                          |
| All applicants will be contacted directly via email and notified of the outcome of their application.                                                                                                     |
| GRANT AGREEMENTS                                                                                                                                                                                          |
| Department to accept the grant funding. Projects cannot proceed until the grant agreement has been signed by both parties. Any work undertaken prior to the execution of a grant agreement is ineligible. |
| PROJECT DELIVERY                                                                                                                                                                                          |
| The Department will monitor the progress of your project. Applicants are required to meet reporting requirements outlined in grant agreements.                                                            |
| PROJECT COMPLETION                                                                                                                                                                                        |
| Projects must be completed by the date specified in the grant agreement or as otherwise varied.                                                                                                           |

## 4 Eligibility

To be eligible for the program you must be a Western Australian Local Government authority. No other entities are eligible to apply.

### ELIGIBLE PROJECTS

Project proposals must align with the research and development of one of the following documents to be considered for funding:

- heritage list
- local heritage survey
- heritage areas
- heritage-related local planning policy
- heritage strategy or similar guidelines document
- other documentation projects that demonstrate contribution to the program purpose

Under the program, the review and update of the above documents are also eligible.

Applicants are required to declare any additional funding sources for the project.

### INELIGIBLE PROJECTS

Project that are **not eligible** for funding assistance include:

- Heritage interpretation projects, events, or heritage trails
- Physical conservation works or documentation, such as Conservation Management Plans and cultural landscape studies
- Ongoing wages / salaries of local government staff / employees / contractors
- Development of local planning policies that are not specific to heritage, including 'character areas'

Local Government authorities are eligible to apply for the Community Heritage Grants for interpretation projects and community engagement activities related to places on the State Register.

## 5 Assessing applications

All eligible applications are assessed against the following, to ensure they are consistent with the objectives of the program:

- demonstrates consistency with Department, Heritage Council or other applicable guidelines and policies and follows the principles of the [Burra Charter](#)
- demonstrates capacity and commitment to deliver the project in a timely manner using a suitably qualified consultant
- demonstrates value for money for the State.

## 6 Funding available and applicant contributions

Discretionary grants of up to **\$20,000 (ex GST)** may be offered for eligible projects.

The minimum grant offered is **\$2,000 (ex GST)**.

Grants are generally offered on a matched 50:50 funding basis.

Lower Grantee contributions may be considered where the contribution is considered by the Department to be proportional to the Local Government authority's available resources. Local Government authorities are required to contribute to the project, either through funding or in-kind contributions.

## 7 Planning and heritage consultants

All grants offered under the program require the engagement of an approved heritage consultant.

Consultants must have experience in planning and/or heritage as applicable to the project and be able to follow the principles of the Burra Charter and Department and Heritage Council guidelines as relevant.

Consultants must be able to demonstrate they have experience relevant to the projects to the satisfaction of Department.

## 8 Grant agreement

Under the program, all successful applicants are required to enter into a grant agreement (the agreement) with the Department in order to accept the funding.

The agreement sets out the terms and conditions applicable to the grant and defines the roles and responsibilities of grantor and grantee.

Both parties must sign the agreement before any funding can be released. Any work undertaken prior to the execution of the agreement by both parties cannot be reimbursed.

## 9 Applying for a grant

Applications must be submitted via the online grants management system [SmartyGrants](#) by noon on 6 October 2025, Australian Western Standard Time. Late applications will not be accepted.

If you have any queries about the program or require assistance preparing your application please contact us:

**Heritage Grants Team**

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