The State Government values the contribution that the Aboriginal community makes to managing Aboriginal heritage sites and is committed to providing advice and support to promote knowledge and understanding of Western Australia's unique Aboriginal heritage.

The Preserve, Promote and Protect Our Aboriginal Sites (PPPOAS) grant program provides support Aboriginal people to protect, preserve and promote important heritage sites by providing grants through an annual competitive application process.

Applicant Guidelines

These guidelines provide key information for organisations considering making an application to the PPPOAS program. They are supported by a Frequently Asked Questions (FAQs) document, which will be updated should new queries arise. If you are considering making an application you are strongly encouraged to contact the Department of Planning, Lands and Heritage. Contact details for the Heritage Grants Team and the regional Heritage Officer for each region are included at the end of these guidelines.

Step 1 – Determine whether you have an eligible proposal

Funding

Applicants can apply for a maximum of $50,000 (exclusive of GST) per application. Each application will propose a project at one or more Aboriginal sites. Applicants may apply for multiple grants for different projects, provided that they do not propose the same activity for the same site.

Who can apply ?

1. Aboriginal Corporations that are registered with the Office of the Registrar of Indigenous Corporations
2. Not-for-profit Aboriginal organisations that:
   a. are corporations, incorporated associations or other formally convened groups; and
   b. have a majority of Aboriginal members;

   and either

   c. are registered with the Australian Charities and Not-for-profits Commission; or
   d. whose rules do not allow distribution of profit to its members.

Individuals and government agencies (Local, State and Federal) are not eligible for grant funding through this program.

Applications proposing projects to be undertaken in partnership with other eligible organisations can be made. However, a single eligible Aboriginal organisation must be listed as the applicant, with the other partners listed in the relevant section of the Application Form.

The Applicant is responsible for receiving and expending the grant funds and coordinating the proposed project with other organisations and parties.

The Applicant must also be capable of delivering a safe working environment for delivery of the project and will be required to comply with all work, health and safety legislation and requirements. These include, but are not limited to, delivery of appropriate training, supervision of employees or volunteers and maintaining necessary insurance. These costs can be included in the application for funding where they can be demonstrated to relate specifically to the project.

Eligible sites

Grant applications will only be accepted for projects associated with Registered Aboriginal Sites or Lodged places recorded in the Aboriginal Cultural Heritage Inquiry System.

If you are seeking funding for a project that is associated with Aboriginal cultural heritage places that are not on the Register, you can submit information requesting it be considered for Registration as a site by using the online Acknowledge Portal.

It can take more than six months to comprehensively review place information for assessment. For this reason, you should provide information about possible sites now to ensure eligibility for future funding rounds. If the heritage place becomes registered, you can apply for funding through PPPOAS in future years.

More information about reporting sites is available through the Department's website. You can also contact the Department on (08) 6551 8000.

Eligible projects

Your project should primarily include on-the-ground physical works that will protect or preserve your nominated Aboriginal site(s). This could be activities such as installing fences or signage, removing graffiti, site clean-up etc.

A percentage of grant funding can be used to engage consultants if it can be demonstrated that this is necessary for the project to achieve successful Aboriginal heritage outcomes.

Developing management plans or collecting heritage information can be included in your application, however, these activities should not be the primary objectives of the project. The Department may have other ways of supporting these activities. We highly recommend that you discuss your project with the grants team at the Department prior to submitting your application.

Ineligible projects

Grant applications will not be accepted for the following activities:

- University projects or projects undertaken as part of a unit while acquiring a university degree;
- the construction of new buildings, purchase of buildings, relocation of buildings or work to relocate buildings;
- routine maintenance, such as lawn mowing or clearing litter; and
- projects with a primary focus on the research, assessment or survey of an Aboriginal site.

The State Government has committed to a 10-year Aboriginal Heritage Survey Program across the state, which aims to record Aboriginal cultural heritage and accurately remap boundaries of sites and known heritage places. Applications aiming at these objectives will be redirected to the Aboriginal Heritage Survey Program.



Eligible costs

Grant funds must be used towards delivery of the project as described in the grant agreement, which will generally be as detailed in the application. Eligible costs may include, but are not limited to:

- the purchase of materials or hire of machinery;
- costs of travel to the project site;
- costs relating to stakeholder engagement and consultation;
- subsistence costs (food and expenses) of volunteers;
- the purchase of services, including consultant services;
- provision of training relating to project delivery; or
- purchase or hire of safety equipment relevant to the project.

Applications cannot relate to works already completed or for existing purchasing commitments. The following are identified as **ineligible** costs:

- payment towards the organisation's ongoing operating or administrative costs not related to the grant project;
- ongoing funding of employee positions or payment for works to be carried out by salaried officers;
- payment for work carried out by officers, rangers or other groups whose costs for the work are already funded from other sources;
- asset purchases of equipment, furniture, vehicles, computer hardware and software, media equipment and similar capital goods*; or
- any costs incurred before execution of the grant agreement.

*Consideration may be given for inclusion of technical equipment, tools or machinery where purchase is a more economical option than hire, or where hire is not available.

Step 2 – Writing your application

When writing your application it is useful to understand that it will be assessed against the following criteria:

1. Sustainable long-term heritage benefits
2. Public benefit and increased awareness of Aboriginal heritage
3. Opportunities and benefits for Aboriginal people and organisations
4. Sound project planning and value for money

The application form is intended to guide you with questions that will assist in demonstrating how you meet the criteria. The 2026-27 PPPOAS grant round uses the SmartyGrants portal for applicants to develop and submit applications. Please note that this system is used for different grant programs offered by the Department. Applicants will need to select the relevant form for PPPOAS and create a profile to use the system.

If you have any difficulties using the SmartyGrants system, please contact the Heritage Grants Team.



Project details

This is the section that the assessment panel will review when considering your funding application so you should make sure you clearly explain the project and its expected outcomes and benefits.

It is important that you answer all of the questions for the assessment criteria and provide explanations for your responses in the boxes provided. This is your opportunity to explain to the assessment panel why your project should be funded.

If you have photographs that help demonstrate the need for your project, you can attach them to your application. These can often help to show the issues that you are intending to address with your project, or at least give a good idea of the site conditions and context.

Permissions and support

Your application will need to demonstration that you have relevant permissions to access the land and the support of community members with cultural authority over the site. For this reason, you are asked to identify the area over which you will be working for the project and identify the landowner for each land parcel included in this area.

You will need to approach each landowner and seek written support for you to undertake the project that you are proposing. The FAQs document has more information about finding owner information, but you can also talk with the Department.

If your project is within an area where Native Title has been determined, the relevant NTP must provide an objection if they do not support the project, objections not based on heritage grounds will not be considered.

If you have not received your written support by the end of the application period, you should still submit your application. We will follow up with landowners and PBCs while we are assessing your application.

Budget

Please include all costs associated with the project in an itemised budget, which should include enough detail to understand what the funding is for. You can group items (e.g. fencing materials) on one line but should keep different types of purchase separate.

If you are including items such as fees for people's time or consultation activities, please provide details of how you have calculated the amount, such as the number of people to be paid and how much time they are to be paid for.

We understand that it can be difficult to get quotes from contractors, and that these will have expired by the time you start the project. It is acceptable to base your budget on estimates and examples of costs from other projects.

Some costs for overheads and administration can be included but should not be a substantial part of the budget. It is not intended that the funding will pay for general overheads outside the management of the project.



Project schedule

Please include milestones for activities throughout the project that you will be able to report against in your six-month reports and at the end of your project. Milestones should be outcomes which can be measured, for example completion of a consultation process with an outcome or recommendation, development and establishment of a plan, installation of a sign or fence, or a field trip to complete the activity. You may include as many milestones as are needed for your project, or just a start and finish if it's a simple one-stage activity.

Please include realistic and achievable completion dates for your project and provide a specific date at which your milestone or final reports will be expected. It is not required for these to be within a specific period so can extend beyond 12 months if that is a more practical timeframe for your project.

Before submitting an application

- If you have not talked with your regional Heritage Officer or the Heritage Grants Team, we recommend at least a brief conversation to outline your project and let them know that you are applying.
- Check that your budget is adequate and your milestones achievable.
- Make sure that you have contacted all landowners seeking written confirmation that they support the project.
- Confirm that you have contacted the relevant Native Title Prescribed Body Corporate or ILUA group where these exist.
- Read through your application and check through the information provided.

Submitting your application

Please ensure that you submit your application by the closing date and time specified on the application form. If you are waiting for information, please still submit the application. We will follow up with you and allow opportunity for this to be submitted later.

Step 3 – Awarding grants

Assessing your application

Applicants will be given opportunity to complete any missing elements of their application form and provide supporting material. There will be a defined period by which applications must be complete. If we do not have enough information to assess your application at the end of this period it will be considered incomplete and will not be eligible for this grant round.

Eligible applications will be scored and ranked based on the responses to the questions. We may contact you to discuss your project or request additional information. In some cases, we may suggest changes to the project that would bring it in line with the program objectives.

We will respect your privacy and will only use this information in relation to your project application.

Successful and unsuccessful applications

All applicants will be advised of the outcome of their application in writing at the end of the assessment period. This is expected to be April/May 2027.



Successful applicants will be required to enter into a Grant Agreement for the funds to be released. Where the Department considers it necessary, additional conditions of the Grant Agreement specific to your project may be included.

Grants are made at the absolute discretion of the Department. The Department is not required to offer the full amount of funding requested by the applicant. If a reduced funding amount is offered, the Department will explain the reasons for the reduced offer and identify which activities are the subject of the grant funding.

Project timing and claiming of funds

Successful applicants will be asked to execute the grant agreement and provide banking and contact details for the grant payment. Documents and information should be returned to the Department within four weeks of being notified that your application is successful.

Funds are released once the Grant Agreement has been executed by both parties. A payment will be raised by the Department. You should not submit an invoice for the grant amount.

GST

For GST-registered recipients, GST is paid on the agreed grant amount. For recipients not GST-registered, GST will not be paid. Applicants should therefore make allowance for payment of the GST amount on applicable supplies.

Variations

We understand that things can change and that the best plans can be disrupted by matters outside your control. If you find that you are not able to deliver your project in the way that is described in the grant agreement, please contact the Department and we can discuss variation of the agreement.

If you are no longer able to deliver the project, we can consider agreement to use the grant funds for a different project. However, the Department reserves the right to seek a refund of grant payments that have been made and not expended towards the proposed project.

Reporting and Acquittal

Successful applicants are required to report on project progress every 6 months until the project is complete. This interim report is submitted using a one-page template that the Department will provide to you.

At the end of your project, you must submit a final report to demonstrate that your project has been completed in line with the approved application and that funding has been spent accountably. The Department will provide you with a template for the final report.

The final report must be accompanied by a financial statement and other information to show the project outcomes, including photos.

One of the objectives of the program is to celebrate and promote Aboriginal cultural heritage. The Department may therefore use images and material from grant projects in promotional material, social media and other publications. Use of material and images will be by agreement with the grant recipient, be culturally appropriate and acknowledge sources.



Key contacts

PPPOAS Grants Program Contacts:		
Heritage Grants Team:		
Ph: (08) 6551 7954		Email: HeritageGrants@dplh.wa.gov.au
Regional Officer – Perth/Metro & South-West:		
Susan Foster	Ph: (08) 6551 9168	Email: Susan.Foster@dplh.wa.gov.au
Regional Officer – Goldfields:		
Emma Rigby	Ph: (08) 6552 4711	Email: Emma.Rigby@dplh.wa.gov.au
Regional Officer – Mid-West:		
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