



Guidelines

Local Heritage Places Grants Program **2019-2020**

Upper Lachlan Shire Council has an established *Local Heritage Places Grants Program* to provide grants to owners of heritage items or places of heritage significance within the Shire. Owners or tenants are invited to apply for assistance.

- **Priority for funding grants** will be given to heritage items listed in *Schedule 5* of the *Upper Lachlan Local Environmental Plan 2010* (LEP) or buildings / places assessed as being of Local Heritage Significance and recommended to Council for listing on the LEP.
- **Closing date** for grant applications is **4.00 pm Monday, 23rd September 2019**.
- All successful heritage fund projects **must be completed by Friday, 24th April 2020**.
- Grants are provided using the following formula: for every \$1 spent by the applicant. Council will supplement that amount with \$1, up to the maximum grant amount.
Note: *Successful applicants may provide their own additional funding to the project.*
- Funding **cannot** be provided if the specific project for which the funding has been applied for commenced prior to grant funding approval being given.
- Proposed projects should be discussed with Council's Heritage Advisor prior to submission of the application. This is to ensure the proposal meets these guidelines and is appropriate for heritage conservation or restoration of the building or place. It also provides the opportunity for discussion between the Applicant and the Heritage Advisor to ensure the best possible outcome can be achieved with the funding being offered.
- Photographs: Applications for funding must be accompanied by photographs (Hard copy and/or digital - see page 3).

Available Funding

With the support of New South Wales Department of Planning, Industry and Environment, Upper Lachlan Shire Council proposes the following grants:

- **Two (2) grants of \$3,000**
- **Two (2) grants of \$2,500**

Note: Grant funding formula: \$1 Council for \$1 applicant contribution, up to the maximum grant amount.

Eligible Projects

Projects are eligible if they involve external repair or restoration, or reinstatement of features or fixtures on heritage buildings or places. Applicants should indicate how the grant funding will be dedicated to the heritage conservation of the building or place. The application for grant funding will have an improved chance of success if the applicant can clearly demonstrate that the work proposed is beneficial towards the conservation or restoration of the building or place.

Ineligible Projects

Funding **will not** be considered for:

- new buildings;
- the purchase of heritage buildings;
- the relocation of a building or work to relocated buildings;
- new additions or extensions;
- new commemorative monuments or works;
- routine maintenance;
- interior renovations.

Funding **will not** be provided where:

- work has commenced on the designated project prior to Council's offer of grant funding;
- assistance, financial or otherwise, is reasonably available from another source;
- substantial government assistance has previously been provided, or
- the applicant has yet to acquit any other grant project.

Note: *Owners with outstanding Upper Lachlan Shire Council rates may be ineligible to receive grant funding.*

Historical Research

Research notes into the history of the building or place, including historical photographs and statements from documented sources, or copies of any previous heritage or archaeological reports will assist in the assessment of the funding application. Such material should be included with the application. Copies of any reports submitted will be returned to the applicant following the consideration of the application.

Quotes

Copies of quotes for the work proposed must be submitted with the application. Every effort should be made to obtain at least two (2) written quotes from suitably qualified and registered tradespersons.

Where owners intend to personally undertake the project work in its entirety, the *Local Heritage Places Grants Program* will fund the purchase / supply of materials to half (50%) the value of the grant offered.

Note: *Applicants undertaking such a project must discuss the proposal with Council's Heritage Advisor prior to submission of the application and again, prior to acceptance of any grant offer.*

Applicants are required to supply quotes for the purchase / supply of materials. Receipts for materials will be required to be submitted to Council at the completion of the project.

If the work is to be partly contracted, a quote for that segment of the work to be contracted, including material costs, must be submitted with the grant application.

Council does not require the lowest quote be accepted.

Plans and Sketches

Depending on the type of work proposed, applicants may need to attach plans or sketches of the work proposed with the funding application.

Some proposed work may require a Development Application from Upper Lachlan Shire Council. Applicants should discuss these details with Council's Environment and Planning Department prior to submitting a grant application.

Photographs

Digital colour images or printed / hard copy photographs must be included with the application as follows:

- Where the project involves work on a building or structure, photographs of the setting, each relevant elevation and close-up photographs of any particular aspects of the proposed work area are required.
- Where the project involves restoration or conservation work on a 'place', for example, a private cemetery, a heritage garden etc., photographs relevant to work to be undertaken are required to show as much detail as possible.

Grant Assessment Criteria

Upper Lachlan Shire Council will consider the following in assessing the priority of applications for funding under the Local Heritage Places Grants Program:

- financial viability to undertake and complete the project by **Friday, 24th April 2020**;
- the degree to which the applicant is financially contributing to the project;
- projects of heritage value to the community, e.g. the restoration of an important local heritage building;
- projects that are highly visible to the public;
- projects that have high public accessibility, e.g. a local museum, church or a private home that is open to the public several times a year;
- projects where the owner is able to show hardship arising from dedicated external restoration work required to conserve the heritage values of the item, and
- urgent projects to avert threat to a heritage item.

Notification to Applicants

Upper Lachlan Shire Council will process the applications for funding promptly following the closing date. Applicants will be advised in writing of the outcome of their application.

Upper Lachlan Shire Council cannot carry grant funds from one year to the next. If, for any reason, a successful applicant is unable to undertake the work described in their grant application, the applicant is requested to advise Council as soon as possible so that the funding can be reallocated, where appropriate, to another applicant.

Information from Heritage Grant Applications becomes Public

The heritage grant application process is open for public scrutiny. Information from applications is included in Council's Business Paper. This will include the address of applicants. Once information is included in the Business Paper it becomes public and may be used by the media or placed on Council's web site.

Submission of Applications

As funding for projects is limited, it is essential that applications be submitted with full details of the proposed works. The project application form requires the following information:

- Details of the work proposed to be undertaken [all project tasks]
- A summary statement of what you hope to achieve from the project
- Full contact details for the applicant
- Two quotes [with the proposed work detailed and itemised costing]
- Colour photographs [digital and/or hard copy]
- Relevant supporting documentation to assist in the assessment of the application
- Written consent of all owners of the property.

The application and all attachments are to be submitted by:
4.00 pm Monday, 23rd September 2019.

By Post Attention: Local Heritage Places Grants Program 2019-2020
Upper Lachlan Shire Council
PO Box 42
GUNNING, NSW 2581

By Email council@upperlachlan.nsw.gov.au

Note: Copies of all documents and photographs submitted with the application should be kept for personal records.

Project Schedules

Adherence to the time schedule for projects is essential for successful applicants.

- Projects successfully funded must be commenced on site **on or before: Friday, 7th February 2020**. If work is not commenced by this date, Council reserves the right to withdraw the allocated grant funding and offer it to another applicant.
- Project work must be completed on site/fixed in place permanently, and be paid for in full, before 24th April 2020. Copies of paid receipts and colour photographs of the completed work must be supplied to Council by **4.00pm, Friday, 24th April 2020**.

Note: Claims for payment of grant funding that are lodged after 4.00 pm 24th April 2020, will not be paid.

Unsuccessful Applications

If an application is unsuccessful in the 2019 – 2020 round of funding, an application for grant funding in the next financial year will be accepted for consideration.

Further Questions

Any questions in relation to submission of an application should, in the first instance, be directed to Council's Heritage Advisor, Dr Jennifer Lambert-Tracey (Mobile 0419 011 860) / Email jtracey@heritagearchaeology.com.au or contact Upper Lachlan Shire Council – 02 48301000.