

# Gilgandra Shire Council

## Local heritage fund guidelines

### 1 Local heritage fund purpose

The Gilgandra Shire Local Heritage Fund has been established to assist owners of places with heritage significance undertake conservation and restoration works. Items of heritage significance include buildings/structures/sites identified as contributing to the character of the Gilgandra Heritage Conservation Zones (if needed, please seek clarification of these zones from Council) and items included on the Gilgandra Community Based Heritage Study (please see <http://www.gilgandra.nsw.gov.au/Enjoy/Cultural-Heritage/Heritage-management> to download a copy of the study).

Examples of the type of work that can be funded under this program may include, but are not confined to:

- Painting in approved heritage colour schemes
- Repairs to stumps, walls, roofs, doors, floors, and windows
- Replacement of guttering and down pipes
- Reinstating missing components, including verandahs
- Meeting Building Code of Australia requirements (eg. fire regulations and disability access) for ongoing and new uses
- Engineering reports on the structural integrity of a building (including awnings, verandahs and balconies)

The aim is to maintain, preserve or restore elements that contribute to the heritage value of a place. The funding cannot be used for improvements such as new kitchens or bathrooms. Council's Heritage Advisor will assess all successful projects and assist with colour schemes and provide free advice on the proposed work.

### Projects funded through the local heritage fund

In the past Council offered assistance with the following types of projects:

- Repair sash & casement windows
- Replace flooring (internal and external)
- Replace roof sheeting
- Replace guttering & downpipes
- Professional engineering reports addressing building safety concerns
- Re-stumping of buildings
- Repainting in heritage colours
- Widening of entry doors to public buildings for accessibility
- Upgrades to buildings in relation to fire regulations

### 2 Type of funding available

Where grants are approved, they are usually on a dollar for dollar basis. There is a limit of \$2,000.00 provided by Council, to match a similar (or greater) contribution from the owner. This

may vary depending on the number of applications received. Council will consider applications where the owner's contribution is in the form of labour and/or materials rather than cash. Please note that grants are not made in respect of properties on which rates are unpaid.

### **3 Opening and closing dates for applying for grants from the local heritage fund**

Applications for funding under this program may be submitted between 30 July 2018 and 3 September 2018.

**NB: All applications must be submitted by close of business on Monday, 3 September 2018.**

Applications are called for only once every year. The next call for applications for the 2019/20 Local Heritage Fund will be in July/August 2019.

### **4 Who can apply for grants from the local heritage fund?**

The following people may apply for funding under this program:

- Owners of places listed on the Gilgandra Shire Council Local Environmental Plan Schedule 5 Heritage items (see [www.legislation.nsw.gov.au/#/view/EPI/2011/641/historical2016-01-27/id79](http://www.legislation.nsw.gov.au/#/view/EPI/2011/641/historical2016-01-27/id79)).
- Owners of buildings identified as contributing to the character of the Gilgandra Heritage Conservation Zones. More information about these zones can be obtained by contacting Council (see details below).
- Owners of other places identified as having cultural heritage significance.

Please contact Melissa Kelly on 02 68178800 or email [mkelly@gilgandra.nsw.gov.au](mailto:mkelly@gilgandra.nsw.gov.au) if you wish to seek clarification of any of the above.

Government agencies cannot apply for funding under this program but may be involved as a project partner.

### **5 What projects cannot be funded by the local heritage fund?**

Assistance will not be provided from the Local Heritage Fund for the following types of projects:

- New buildings
- Routine maintenance, e.g. lawn mowing, gutter cleaning or carpet cleaning
- Projects where adequate funding is available from the applicant or other sources
- New commemorative monuments or works
- The purchase of heritage buildings
- The relocation of buildings or works to relocate buildings
- Private headstones, unless there is no possibility of descendent support
- Floodlighting of heritage buildings
- The purchase of equipment
- Moveable railway heritage items

## 6 Agreed funding priorities

Priority will be given to projects that are:

- For heritage buildings/structures/sites in a well-maintained heritage streetscape or landscape setting
- For urgent maintenance works to avert management risks, e.g. severe deterioration, demolition, or demolition by neglect
- For items that are part of an identified heritage group or a precinct
- Fire, service and access upgrades for compliance with the Building Code of Australia
- Projects relating to awnings, verandahs or balconies on heritage buildings/structures
- For ongoing or adaptive reuse of heritage buildings/structures/sites

## 7 Common selection criteria

Funding is targeted to projects:

- With sustainable long-term heritage benefits
- That are for public benefit and enjoyment
- That show innovation and creativity
- Where the project partners (applicant) has the capacity and commitment to undertake the project
- That demonstrates funding equity and cost effectiveness

## 8 Applying for funding

To apply for funding for a project from the council's local heritage fund:

- Read the application form so you know what information you need and if your project fits the types of funding offered
- Speak with the Gilgandra Shire Council staff about your project
- Do some background research on your heritage item so you can include all relevant information in your project proposal (attach any relevant information – quotes, photos, historic records, relevant plans and sketches, any other approvals required)
- Prepare a list of project tasks to be completed
- Obtain quotes for each of the projects tasks
- Complete the application form and keep a copy for your records

## 9 Submitting your application

Before you submit your application for funding, you must discuss your project with Melissa Kelly at Council on 02 6817 8800 or by email [mkelly@gilgandra.nsw.gov.au](mailto:mkelly@gilgandra.nsw.gov.au)

Submit your completed project application **by 5pm Monday 3 September 2018** with supporting documentation to Gilgandra Shire Council:

Email: [council@gilgandra.nsw.gov.au](mailto:council@gilgandra.nsw.gov.au)

Postal address: PO Box 23, Gilgandra NSW 2827

In Person: Drop off at Council's main office on Warren Road

## **10 Processing your project application**

Projects will be assessed and approved by Gilgandra Shire Council. In assessing your application, the quality and clarity of information provided will be taken into account. Council's Heritage Advisor will be working on the assessment of applications in September 2018 and the process will include a site visit. Council will be in contact with you to arrange an appointment for our Heritage Advisor as part of the assessment process.

A funding offer and contract will be sent to successful applicants before the end of September. These papers will need to be completed, signed and returned to Council as soon as possible. Those applicants that do not return the offer and contract documents complete within 28 days of receiving them will be withdrawn from the Local Heritage Fund for this round.

On acceptance of this offer, projects can commence immediately and must be completed and all relevant paperwork (e.g. invoices to Council) submitted to Council by 12 April 2019 for payment processing. It is anticipated that funding will be reimbursement to successful projects before end of financial year 2019, depending on receipt of a correct invoice from applicants.

Gilgandra Shire Council will advise unsuccessful applicants after 30 September 2018, once site inspections have been completed.

The Gilgandra Shire Council Local Heritage Fund is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, Council reserves the right to recommend funding for projects that may not fully meet these requirements.

## **11 Further information**

For further information, please contact Melissa Kelly at Gilgandra Shire Council's main office.

Phone: 02 6817 8800

Email: [mkelly@gilgandra.nsw.gov.au](mailto:mkelly@gilgandra.nsw.gov.au)