

LOCAL HERITAGE ASSISTANCE FUND
Small Heritage Grants Program 2023-24**APPLICATION FORM**

Please refer to eligibility guideline before completing

APPLICANT DETAILS

NAME	<input type="text"/>		
POSTAL ADDRESS:	<input type="text"/>		
TOWN: POSTCODE:	<input type="text"/>		<input type="text"/>
DAYTIME PHONE NUMBER:	<input type="text"/>		
EMAIL ADDRESS:	<input type="text"/>		
ARE YOU THE OWNER OF THE LAND?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Note: Owner(s) consent is required for the lodging of this Application Form (see over)			

ADDRESS AND DETAILS OF HERITAGE ITEM

STREET & NUMBER:	<input type="text"/>		
LOCALITY:	<input type="text"/>		
ITEM TYPE:	<input type="text"/>		
WHAT IS THE HERITAGE SIGNIFICANCE OF THE ITEM?	State <input type="checkbox"/>	Local	<input type="checkbox"/>

THE PROPOSAL

PROPOSED WORK: (Briefly describe the work to be undertaken – support this with quotes, photos, reports etc.) Attach extra pages if necessary.	<input type="text"/>
PRESENT USE (IF A BUILDING):	

FUNDS

ESTIMATED COST OF WORKS:

\$

THE GRANT AMOUNT YOU ARE SEEKING:

\$

(NOTE: GRANTS ARE GENERALLY CAPPED AT A MAXIMUM \$2,000, HOWEVER, LARGER GRANTS MAY BE OFFERED FOR MAJOR RESTORATION PROJECTS SUBJECT TO MERIT AND PRIORITY CONSIDERATIONS.

THIS YEAR PRIORITY WILL BE GIVEN TO PROJECTS INVOLVING FLOOD AFFECTED HERITAGE LISTED ITEMS.

GRANTS WILL BE OFFERED ON A DOLLAR_FOR_DOLLAR BASIS WITH THE APPLICANT.

CONDITIONS APPLY SEE ELIGIBILITY BROCHURE FOR DETAILS)

ADDITIONAL INFORMATION SUBMITTED WITH THIS APPLICATION (tick)

☐

Quotes for the cost to carry out work

☐

Photographs of existing structure/work

☐

Tradesmen qualifications

☐

Samples of finished materials/colours

☐

Plans/sketches of the proposed works

☐

Historical background of the Property

SIGNATURE OF APPLICANT

I/we, the undersigned, being the applicant(s) nominated in this application, hereby apply for financial assistance under the Local Heritage Assistance Fund to carry out works described in this application on the land specified in this application. I/we have read the Eligibility Brochure and understand the terms applicable to a successful application.

SIGNATURE

CAPACITY

DATE

SIGNATURE

CAPACITY

DATE

Note: Certain works on Heritage Items may require consent under clause 5.10 of the *Richmond Valley Local Environmental Plan 2012*, and/or approval under the Heritage Act 1977. Enquiries should be made with Council and/or the NSW Heritage Office in this regard prior to commencing any work.

OWNERS CONSENT TO LODGE THIS APPLICATION (if not the Applicant)

NAME:

POSTAL ADDRESS:

TOWN: POSTCODE:

DAYTIME PHONE NUMBER:

SIGNATURE

DATE

SIGNATURE

DATE

Applications close Friday, 16 June 2023

Send completed application form with attachments to: council@richmondvalley.nsw.gov.au ;

post to Locked Bag 10 CASINO NSW 2470; or deliver to either of Council's Customer Service Centres in Casino or Evans Head.



NSW
Heritage Office

Richmond Valley Council

Local Heritage Grants Scheme Eligibility Guidelines 2023-2024 Round

Funding Information

Each year Richmond Valley Council awards thousands of dollars in grants to renovators keen to restore heritage items in the Richmond Valley area.



In 2023-24 the Scheme will offer grants totalling \$26,000 towards heritage projects on a matching dollar-for-dollar basis with applicants. Generally, grants are capped at a maximum of \$2,000 each (limit of 1 grant per property/item), however, larger grants may be offered for major restoration projects subject to merit consideration of the proposal and a priority assessment.

Objective of Scheme

The scheme aims to provide funding to assist Council and the community to deliver good heritage and urban design management outcomes for the Richmond Valley Council area.

Invitation to Apply

Owners of heritage listed items, or buildings that contribute to heritage fabric within a Heritage Conservation Area, are invited to apply for assistance under this program by completing an application form and submitting it to Council prior to **5pm Friday, 16 June 2023**.

This guideline will assist applicants in preparing their grant application submissions.

Eligible Projects

Projects will be eligible for funding where they involve the conservation or reinstatement of missing elements of heritage items located within the Richmond Valley LGA. For example heritage fences, verandahs, roof cladding and guttering, decorative materials, removal of unsympathetic signage, essential subsoil drainage, emergency repairs, weather proofing, interpretive signage and so on. A project may include structural work through to final painting of the project.

This program will not fund routine maintenance; the purchase of buildings or plant; the relocation of buildings; new additions; unsympathetic work; modern alterations; reinstating elements that

were not part of the original item; or to purchase moveable items.

Assistance will generally not be provided where funding is reasonably available from another source; where substantial government assistance has previously been provided; or where the applicant has failed to complete previous projects.

To be eligible:

- an item must be identified on the Local Heritage Register (Schedule 5 of the LEP), or
- be a draft item of heritage, or
- be assessed as a contributory building in a heritage conservation area.

Please note. Projects requiring development consent (under cl.5.10 of the LEP) need to allow for this to ensure completion by 1 April 2024.

Assessment Criteria

The following matters will be taken into consideration (in no particular order) when assessing the priority of applications.

1. The applicant's ability to demonstrate technical and financial responsibility with regard to the project and demonstrated ability to **complete the project by 1 April 2024**.
2. The extent to which the applicant is financially contributing towards the project.

3. Priorities (if any) established by Council for the funding round

Note. this year priority will again be given to projects involving flood affected heritage listed items.

4. Projects which clearly complement broader conservation objectives, for example conserve historic buildings in a conservation area.
5. Projects which encourage the conservation of heritage items, for example, conservation plans.
6. Projects which will increase the heritage value of items in the community.
7. Projects which are visible to the public.
8. Projects where funding would not normally be provided, for example historic gardens.
9. Urgent projects which avert a threat to a heritage item, for example repairs that will prevent water damage.
10. Projects where conservation controls may have caused hardship to the owner.

Background Research



It will be of assistance if applicants can demonstrate why the work proposed is appropriate from a heritage perspective. To do this, you may need to carry out some

research regarding the building's history and heritage significance.

Work to be Carried Out

After deciding what work is proposed to be carried out, detail these in a clear item-by-item job schedule. Your preferred builder may also be nominated.

Quotes

It is preferable if at least 2 quotes are obtained for the proposed works. A copy of these quotes should be included with your application.

Plans and Sketches

Depending on the extent of the proposed works, sketches and plans should be attached to your application for funding. These should clearly show the extent and nature of the work to be undertaken.

Photographs

It is helpful to include photographs of the building, each elevation, and close-ups of any particular details of the job to be done.

Timelines for Successful Projects

A funding offer will be sent to successful applicants in the third quarter of 2023—Acceptance of this funding offer is essential to ensure the grant is not reallocated to another project. This acceptance is needed **prior to 31 August 2023.**

Grants are paid upon demonstrated completion of the project – ie. a written request for payment (Tax Invoice for businesses), and the supply of before and after photos for the project, copies of receipts, and any other material to demonstrate completion.

Projects are required to be completed, and grants paid, prior to 1 April 2024—**Extension of time to complete projects, or deferral of the grant, cannot be given due to NSW Heritage project acquittal reporting deadlines.**

For further information

- Call 02 66600300
- council@richmondvalley.nsw.gov.au
- Application Form and this eligibility brochure can be found on Council's website <https://richmondvalley.nsw.gov.au/building-and-planning-services/strategic-planning/heritage/heritage-incentives/>.

Assistance is Available

You can discuss details of your project and receive assistance in completing the application by making an appointment with a Council Officer, refer to details above.



**APPLICATIONS CLOSE
5pm Friday, 16 June 2023.**