

Richmond Valley Council

Local Heritage Grants Scheme Eligibility Guidelines 2025-2026 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 2025-26 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 **11.59pm Sunday, 15 June 2025**.

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 2026.

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 2026**.

2. The extent to which the applicant is financially contributing towards the project.
3. Priorities (if any) established by Council for the funding round
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 July 2025—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 2025**.

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 2026—**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
11.59pm Sunday, 15 June 2025.