



UPPER HUNTER LOCAL HERITAGE ASSISTANCE FUND

Guidelines and Application Form

1. Background

A Local Heritage Assistance Fund was established by the Upper Hunter Shire Council with the aid of a grant from the New South Wales Heritage Office.

The grants have been established to conserve the heritage of NSW for the enjoyment and benefit of current and future generations. This is undertaken by assisting in identification, conservation, interpretation, management and promotion of heritage items.

2. Aim of the Fund

The aim of the project is to encourage as much positive work on heritage items in the Upper Hunter as possible. It is hoped that this program will provide kickstart funding to encourage the joint funding of a number of projects. In the process, it is hoped that this will engender greater interest and concern for conservation for all heritage items within the Shire. Please note the projects not funded outlined in section 5.

3. Applicant eligibility

Owners or managers of heritage items in the Upper Hunter are invited to apply.

Applicants are eligible where it can be proved that the work is to reinstate or repair a heritage item. It is essential that you prepare the best application possible because of limited funds so, check with Council's Heritage Advisor before proceeding with this application if unsure.

Priority will be given to items listed under the Upper Hunter Shire Local Environmental Plan (LEP) 2013 or items of heritage value in conservation areas or main streets.

Projects that involve the repair, maintenance or reinstatement of missing items on heritage buildings are encouraged. This includes fences, verandahs, roof cladding and decorative details. Projects can include structural work through to final painting of projects.

It is noted that this program does not cover routine maintenance, the purchase of a building, the relocation of a building, new additions, extensions or unsympathetic work.

All correspondence to:

General Manager | Upper Hunter Shire Council | PO Box 208, Scone NSW 2337

Phone: Scone Office (02) 6540 1100 | Merriwa Office (02) 6521 7000 | Murrurundi Office (02) 6540 1350

Email: council@upperhunter.nsw.gov.au



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Assistance will not be given where funding is reasonably available from another source, where substantial government assistance has been previously provided, or where the applicant has yet to complete other assisted projects. Assistance is also not provided for projects that involve the removal or deconstruction of heritage items or items within a heritage conservation area or for studies related to same.

4. Project size eligibility and available assistance

This funding is intended for smaller projects to a maximum level of funding per project/per year of **\$1,000** (dollar for dollar) depending upon the project and eligibility. Greater funds may be made available if circumstances warrant.

The applicant must be able to at least provide a matching contribution. Seniors over 65 years of age who are pensioners and self-funded retirees do not need to match funding.

If eligible, you will be asked to provide an application for financial assistance which will ask for the following:

- a) Quotations for work to be undertaken (nominally 3),
- b) Qualifications and license details of relevant tradesmen,
- c) Plans/sketches of proposed works,
- d) Photographs of existing site/structure – before and after photographs are required,
- e) Samples of finished materials/colours,
- f) Historical background of the property/ item,
- g) Attachment of any other relevant information,
- h) Completion of the application form.

5. Projects not Funded

Funding will generally not be provided for the following projects:

- a) Where assistance is reasonably available from another source,
- b) Where substantial assistance has been previously provided in past years,
- c) Where the applicant has yet to complete other assisted projects,
- d) Purchase of a building, site or movable item,
- e) Routine building maintenance,
- f) A new addition to a heritage building or work on a relocated building,
- g) Work on a Government owned building still used for those purposes,
- h) private headstones, unless there is no possibility of the descendant support for the project (adequate research must be carried out by the applicant to prove that there are no living relatives),
- i) Reusable equipment or power tools,
- j) Studies or reports related to demolition, removal or relocation of heritage items.

6. Subject areas covered by the Fund

The following list indicates the range of heritage subjects that can be supported:

- a) archaeological sites
- b) community, local government, religious and privately owned buildings
- c) cemeteries
- d) farm buildings, woolsheds, etc
- e) gardens and landscapes
- f) industrial heritage sites
- g) movable heritage items and collections
- h) pipe organs

7. Local Heritage Assistance Fund priorities

The two priorities for conservation work are:

- Link heritage with cultural tourism or with the re-vitalisation, enhancement, interpretation and promotion of whole precincts, towns, villages or areas;
- Main streets of Scone, Merriwa, Murrurundi and Aberdeen.

Assessment Criteria

The following matters will be taken into account by the Council in assessing the priority of this application (note that it is not necessary for your project to meet all criteria):

- a) the applicant must demonstrate the technical and financial responsibility with regard to the project, the project must be completed within 12 months,
- b) the degree to which the applicant is financially contributing to the project,
- c) projects which clearly compliment broader conservation objectives eg. projects which implement key findings of heritage studies or projects in designated main street or conservation areas,
- d) projects which would encourage the conservation of or other heritage items,
- e) projects of demonstrated heritage value to the community, commonly the item concerned will appear on many heritage lists eg. the restoration of an important local heritage house,
- f) projects which are highly visible to the public eg. the replacement of a verandah to a building in a main street location,
- g) projects that have a high public accessibility, eg. a local museum, church or a private home which is open to the public several times a year,
- h) projects which are in an area which has received little or no funding,
- i) projects involving aspects of heritage which have received little or no funding eg. historic gardens,
- j) projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item, and
- k) urgent projects to avert a threat to a heritage item.

NB: As well as meeting the eligibility criteria and priorities, applications will be assessed on the quality of information supplied in response to all the questions on the application form.

WHAT YOU NEED TO DO:

Contact the Heritage Advisor for the Upper Hunter

It is suggested that you set down the work you propose to do and then contact the Heritage Advisor to discuss the eligibility and other details of your project. The Advisor will be able to assist you in making an application. This service is provided free of charge. You can make appointment with the Heritage Adviser by contacting the Council on 6540 1100.

Background Research

It will assist your case if you can properly demonstrate why the work you propose is appropriate from a heritage point of view and the processes that are to be carried out. Refer to information on the previous page.

Submit form

Send the completed form, signed by the owner, and supporting information to Council. Once your application has been received and checked and any outstanding information has been received from you, Council will write to you confirming the acceptance of your application and the amount of funding, if any, that you are eligible to receive once your work has been completed. It is very important that you read and respond to all correspondence as the funding is not guaranteed if you have not completed all stages as requested.

It must be pointed out that **you should not assume funding has been granted to you** unless you receive an acceptance letter from Council stating so. Do not rely on funding by just submitting the application form.

Every effort is made to provide funding to all applicants who apply. If your application is unsuccessful it may be due to over demand on the limited funding available. If this is the case you will be notified by the Heritage Advisor, placed on a waiting list and encouraged to re-apply when further funding becomes available.

You should stay in contact with the Heritage Advisor, either by mail or telephone and inform them regularly of your projects status.

Funding will close at the end of March each year and projects should be completed by this time to enable reporting to Council and the NSW Heritage Office to be undertaken.

Any projects that cannot be completed by March each year will be considered for funding in the following year.

If your project does not commence or is delayed, please inform the Heritage Advisor as early as possible. There may be another applicant on the waiting list for funding that could benefit. Please also do not assume that funding will be made available for you in the next period. **Projects will not be carried over or extended and therefore new applications may be required.** Once your work is complete (or nearing completion) call and make an appointment with the Heritage Advisor to carry out a final inspection of the works. If all work is completed satisfactorily and contractors/ consultants are paid (note: evidence of this will be by way of receiving a copy of receipts) then payment, as agreed, can be made.

**Upper Hunter Shire Council
Local Heritage Assistance Fund
Application for Financial Assistance**

Please consult with the Heritage Advisor before completing this application.

APPLICANT

NAME:	
POSTAL ADDRESS:	
PHONE NUMBER:	

SUBJECT LAND

STREET NO:	
STREET:	
SUBURB/TOWN:	

PROPOSED WORKS

PRESENT USE OF SITE:

FUNDS

ESTIMATE COST OF WORKS:	
THE AMOUNT YOU ARE SEEKING WITH THIS APPLICATION: (Note: amount sought must be matched dollar for dollar by applicant)	

ADDITIONAL INFORMATION ACCOMPANYING THIS APPLICATION

Please make sure the following information/items are included and check boxes

Quotes to carry out work	<input type="checkbox"/>
Qualifications of relevant tradesmen	<input type="checkbox"/>
Plans/sketches of proposed works	<input type="checkbox"/>
Photographs of existing site/ structure	<input type="checkbox"/>
Samples of finished materials/ colours	<input type="checkbox"/>
Historical Background/ information included on the property/ item	<input type="checkbox"/>

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.		
Signature	Capacity	Date
Signature	Capacity	Date

OWNER'S CONSENT

OWNER'S NAME:		
POSTAL ADDRESS:		
I/we, the undersigned, being the owner/s nominated above of the land to which this application relates, hereby consent to the making of this application.		
Signature	Capacity	Date
Signature	Capacity	Date

Please ensure that you also sign the acceptance of conditions form following.

Upper Hunter Shire Council

Local Heritage Assistance Fund

Acceptance of Conditions

Conditions applying to all projects

You, the applicant, by entering into this agreement, agree to comply with the following conditions:

1. Acceptance

You must accept this offer of assistance within 6 (six) weeks of the date of this offer otherwise it will be withdrawn.

2. Permission to Commence Work

You must provide the following information before permission to commence work will be granted:

- a) A draft schedule of work
- b) Who is to carry out the work
- c) A time schedule for the completion of the project.

3. Funding from other sources

You must immediately advise Council of any changes to financial resources and arrangements connected with the project.

4. Claims

Claims for payment should be supplied in letterform and you should set out clearly what work was carried out, by whom and how much you are claiming. Attach originals of any invoices, receipts or bills.

5. Progress Reports

You must provide brief progress reports as requested.

6. Revocation

You agree that this financial assistance may be reviewed or revoked at any time under any one or more of the following circumstances:

- a) Unsatisfactory work
- b) Failure to meet time schedule constraints
- c) Failure to provide progress reports
- d) Non disclosure, misleading or false disclosure of information.

You also agree, in case of revocation, that where monies have been advanced you are obliged to refund those monies plus interest equal to the current rate used for local government rate arrears.

7. Taxation and other regulations

You agree that it is solely your responsibility to ensure you comply with any taxation liability and/ or regulations under any State or Federal legislation.

8. Loan and Index Refundable Grant Conditions

You agree to enter into a separate agreement to provide whatever form of security for this assistance which may be required.

9. Reusable Equipment

You agree that assistance is not to be used for expenditure on reusable equipment without the prior written approval of Council.

10. Appropriate Conservation Work and Financial Management

You agree that all work must be carried out in a manner consistent with appropriate conservation practice and in accordance with generally accepted sound financial practice.

11. Long Term Protection

You agree to take all reasonable measures to protect in perpetuity the item for which this assistance is granted.

You the applicant, and owner of the item assisted, agree not to object to the inclusion of the item in a Local Environment Plan where this is not already the case.

You agree to insure and keep insured at all times the item for which this assistance is granted.

12. Acknowledgment of Assistance/ Publication of information

The Upper Hunter Shire Council and the NSW Heritage Office often publish information on the type of projects and funding expended as part of this assistance scheme. This is to promote heritage and conservation works that are undertaken in NSW each year. Often this information will appear as a statement of total monies expended and what that amounted to in total amount of work undertaken in the area.

By accepting this funding agreement it is understood that you will allow publicity and promotional activities regarding this project.

Acceptance:

I, the applicant, hereby agree to the above conditions and accept this offer of assistance.

Signature:

Date:

To be completed for projects where the applicant is not the owner of the item being conserved.

I, the owner of the item for which the assistance is granted, also agree to the above conditions of this assistance and give permission for work to commence.

Signature:

Date:

How to Apply

Applicants *must* complete the Local Heritage Assistance Fund Application Form and provide the nominated support documentation.

Completed applications with supporting documentation should be forwarded to:

Upper Hunter Shire Council
PO Box 208
SCONE NSW 2337 OR

council@upperhunter.nsw.gov.au

PRIVACY STATEMENT

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council; data service providers engaged by Council from time to time; any other agent of Council. The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council will be unable to process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act. Council is the agency that holds the information. Enquiries concerning this matter can be addressed to the Public/Privacy Officer.