



GUIDELINES FOR LOCAL HERITAGE ASSISTANCE FUND FOR GLEN INNES SEVERN COUNCIL 2022-2023

BACKGROUND

A Local Heritage Fund has been established by Glen Innes Severn Council with the aid of a grant from the NSW Heritage Office.

AIM OF THE FUND

The aim of the project is to encourage as much positive work on heritage items in the area as possible. In the past, many grant programs were for individual buildings only. This program will provide kick start 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 Council's area.

INVITATION TO APPLY

Owners of heritage buildings in this area are invited to apply. It is essential that you prepare the best application possible because of the limited funds and these guidelines have been prepared to assist you.

ELIGIBLE PROJECTS

Projects which involve the repair, maintenance or reinstatement of missing items on heritage buildings in the nominated area. These include fences, verandahs, roof cladding and decorative detail. Projects include structural work through to final painting of projects.

PROJECTS NOT FUNDED

Funding will generally **not** be provided for the following projects:

- where assistance is reasonably available from another source;
- where substantial assistance has been previously provided or where the applicant has yet to complete other assisted projects, purchase of a building;
- site or movable item;
- a new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms);
- the relocation of a heritage building or work on relocated building; and
- work on a government or council owned building still used for a government or council purpose.

ASSESSMENT CRITERIA

The following matters will be taken into account by the council in assessing the priority of your application. Please note that it is not necessary for your project to meet all of these criteria.

- the applicant's ability to demonstrate technical and financial responsibility with regard to the project, and demonstrated ability to complete the project by 31 March 2023;
- the degree to which the applicant is financially contributing to the project and/or their ability to quickly return borrowed heritage funds;
- projects which clearly complement broader conservation objectives, eg. projects which implement key findings of heritage studies or projects in designated heritage main street or conservation areas;
- projects which would encourage the conservation of other heritage items;
- projects of demonstrated heritage value to the community; commonly the item concerned will appear on many heritage lists: e.g. the restoration of an important local heritage house;
- projects which are highly visible to the public, e.g. the replacement of a verandah to a building in a main street location;
- projects which have high public accessibility, e.g. a local museum, church or a private home which is open to the public several times a year;
- projects which are in an area which has received little or no funding;
- projects involving aspects of heritage which have received little or no funding e.g. historic gardens;
- projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item; and
- urgent projects to avert a threat to a heritage item.

LEVEL OF FUNDING AVAILABLE

It is proposed that the maximum level of funding per project will be limited to \$2,000, however greater funding may be made if the circumstances warrant it. You will be required to provide at least matching finance for the projects. There will clearly be cases where you may yourself wish to contribute more to the project.

TIMING OF PROJECTS

From approval you will have until **31 March 2023** to complete your project.

WHAT YOU NEED TO DO

Firstly contact Council's heritage advisor

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. This service is provided free of charge. The advisor will be able to assist you in making an application. If the project is too large the advisor may suggest you get the services of a conservation architect for the project.

The heritage advisor is Mr Graham Wilson and you can make an appointment by ringing 02 6730 2350. Mr Wilson is generally available on the first Tuesday of each month for in house appointments.

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. To do this you may need to do some research, e.g. Council may have information on the building, or the library or you may be able to obtain photographs. The heritage advisor may also have some suggestions to follow up.

Work to be carried out

You then need to decide in detail what work you want to carry out. This should be put down in a clear item by item job schedule.

Quotes

Next, as with any work, you need to get quotes and it is suggested that you get at least two for the work. Put these costs alongside the schedule of work you have prepared.

Plans and Sketches

Depending on the size of the job you may need these to attach to your application for funding.

Photographs

Take a photograph of the setting of the building, each elevation and close ups of any particular job to be done. Keep a set of photographs for your final report.

Fill in the application form

Fill in the attached simple form, keep a copy for your records, staple on the attachments and take it to the Council.