



Ordinary Meeting of Council

26 October 2016

**UNDER SEPARATE COVER
ATTACHMENTS**

Item 8.8 Expanding the coverage of the Special Heritage Fund

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QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

26 OCTOBER 2016

ITEM 8.8 EXPANDING THE COVERAGE OF THE SPECIAL
HERITAGE FUND

ATTACHMENT 1 SPECIAL HERITAGE FUND GUIDELINES AND
APPLICATION FORM - 2015



Queanbeyan City Council's Special Heritage Fund Information and Guidelines



Ref: C1591748

Queanbeyan City Council
257 Crawford Street
PO Box 90
Queanbeyan NSW 2620
Phone: 6285 6000
Email: council@qcc.nsw.gov.au
Web: www.qcc.nsw.gov.au

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Special Heritage Fund Scheme

Background

Council at its meeting of 24 June 2015 determined to establish a \$100,000 Special Heritage Fund. Funding will be competitive and prospective applicants will need to submit an application which addresses the matters and criteria in these guidelines.

The purpose of the funding is to assist owners of churches, and buildings owned or managed by community based Not for Profit organisations listed on the heritage schedule of *Queanbeyan's Local Environmental Plan 2012* to conserve, restore and reuse their properties.

Priority will be for public buildings, churches and buildings owned or managed by community based Not for Profit organisations as well as those buildings where there is a clear community or public benefit rather than a private one.

A compliance certification form will be required to be completed by Council's Heritage Advisor at the completion of the project and prior to any payment being made.

Funding

- Prospective applicants need to demonstrate that they are prepared to contribute a reasonable proportion of the cost of the project towards it
- Prospective applicants must comply with the attached Standard Conditions
- Minimum project value \$15,000
- All projects are funded over the current financial year
- Funding will be limited to one lot of assistance per site
- Applicants must complete and claim 100% of their funding by **30 June 2016**.

Closing date: Applications close on **30 September 2015**.

Projects eligible for funding

These include:

- Public buildings which include Council owned buildings
- Buildings owned or managed by community based 'Not For Profit' organisations
- Churches
- Other buildings or works supported by the Heritage Advisor and Heritage Advisory Committee.

Projects should be for:

- Physical conservation works including restoration, reconstruction, repair, reinstatement, preservation and maintenance as defined in the *Australian ICOMOS Burra Charter* and or

- Fire, safety, access, compliance and upgrading works to meet requirements under the *Building code of Australia*, the *Disability Discrimination Act* and *Work Health and Safety Act* for ongoing use and adaptive reuse
- Interpretation works that are based on recommendations contained in an Interpretation Plan or Conservation Plan.

Priorities for funding

These include:

- Buildings which are used predominantly by the community
- Places at risk - urgency to avert severe deterioration
- Heritage and sustainability conservation works
- Sympathetic adaptive reuse works
- Interpretation to facilitate heritage tourism.

Projects ineligible for funding

These include:

- State and Federal Government buildings
- New buildings
- Commercial buildings
- Purchase of heritage buildings
- Relocation of buildings or work to relocate buildings
- New commemorative monuments, works or headstones
- Purchase of equipment
- Routine maintenance
- Projects where alternative funding is available.

Common selection criteria for all projects

Funding is targeted to projects that clearly demonstrate:

- A community benefit associated with the works to be funded
- Sustainable long-term heritage benefits
- Capacity and commitment to undertake and complete the project within the allocated time frame.

Submitting your application

- Prospective applicants *must* discuss their project with Council's **Heritage Advisor** prior to submitting your application. Appointments can be made by contacting **6285 6276**.

- Prospective applicants need to contact Council's **Environment, Planning and Development** staff to check if you require a DA for the project on **6285 6244** prior to submitting your application.
- Prospective applicants are required to demonstrate why the work proposed is appropriate from a heritage point of view.
- Obtain 2 quotes and place the costs against the job scope of works clearly demonstrating costs for each item.
- Provide plans and sketches of the project.
- Provide "before" photographs of the item, including close-ups. Photographs of the finished product will also be required at the completion of the project. (Council uses photographs of heritage properties to promote heritage in the local area. Please indicate on the application form if you agree for this to occur.)
- Complete the application form and keep a copy for your records.

You can either email your completed application, including digital images, to:
council@gcc.nsw.gov.au

Or

Post to: Special Heritage Fund, PO Box 90, Queanbeyan, NSW 2620.

It should be noted that success in obtaining funding for projects will not negate the need to submit and obtain development consent for projects requiring this.

Assessing your application

Applicants must complete the attached project application form and answer all the questions. The quality and clarity of the information provided will be taken into account when assessing the applications. Total available funds for grants are limited each year and are awarded on a competitive basis and projects must meet eligibility criteria, program priorities and common selection criteria.

Applications will be assessed by members of Council's Heritage Advisory Committee, Council staff and Council's Heritage Advisor. Recommendations will be forwarded to Council for adoption.

If your application is successful a funding offer and contract will be sent to you. On your acceptance of this offer, work can commence from 30 September 2015.

Successful applicants will also be required to comply with a set of standard conditions. These will be supplied and are also available upon request or on Council's web page at:
www.gcc.nsw.gov.au

Project timing and claiming your funds

Applicants must complete and claim 100% of their funding by **30 June 2016**.

Application Form

Special Heritage Fund Application Form

Applicant Details

Contact Name:

Company Name: (if applicable)

Postal Address:

Phone: (H/W) Mobile:

Email:

ABN registered name: (if applicable)

ABN: (if applicable)

GST registered? ☐ Yes ☐ No

I agree to Council using the photographs of my property to promote Heritage in the local area

☐ Yes ☐ No

Project Address

No: Street:

Suburb:

Project Proposal (Briefly describe the proposed project)

Project scope of works (Separate submission can be attached):

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Estimated cost of project: \$.....

Funding equity and cost effectiveness:

- Have you applied for or are you receiving funding or support from other sources? If yes please name source.

☐ Yes

☐ No

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Photographs and Quotes

Photographs of your project:

Attach current photos of the property and the area of the proposed work, photos will also be required at the completion of the work

Quotes:

Attach 2 quotes for the proposed work

☐ Yes

☐ No

Building History

History of your building:

Attach any historical information you have regarding your building or provide a hyperlink

☐ Yes

☐ No

Eligibility

*To be eligible for funding you must answer YES to **ONE** of the following*

- | | | |
|---|------------------------------|-----------------------------|
| Is the item in a conservation area | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the item listed in the QLEP 2012 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the item supported by Council's Heritage Advisor | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the item listed on the State Heritage Register | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

To be eligible for funding you must answer YES to the following

- I will complete and claim my project funding by **30 June 2016** ☐ Yes ☐ No
- I acknowledge that I may be required to obtain Council development approval for these works (separate to funding offer) ☐ Yes ☐ No

Funding Priorities

Queanbeyan City Council's funding priorities are for projects that:

- Buildings which are used predominantly by the community
- Places at risk - urgency to avert severe deterioration
- Heritage and sustainability conservation works
- Sympathetic adaptive reuse works
- Interpretation to facilitate heritage tourism

Describe how your project will achieve one or more of these funding priorities

a) Continued facilitation of use of the site by the community

b) Urgent maintenance works to avert risks e.g. compliance with safety codes

c) Heritage and sustainability conservation works

d) Sympathetic adaptive reuse works

e) Interpretative works to facilitate heritage tourism

Common Selection Criteria For All Projects (Please answer **ALL** the criteria – attach additional pages if required)

I have previously received Council funding support for this item.

☐ Yes

☐ No

A community benefit associated with the works to be funded.

- Describe how the funding of your project will have a community benefit

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Sustainable long term heritage benefits.

- Describe how your project contributes to the sustainable management of the heritage item. (Attach a copy of your management/maintenance/sustainability plan)

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Capacity and commitment to undertake the project.

- Do you have the time and project and management skills to successfully undertake this project? ☐ Yes ☐ No
- Will your project be completed within the funding time frame and be fully claimed by **30 June 2016**. ☐ Yes ☐ No
- I have discussed my project with the Heritage Advisor prior to lodging this application.

<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none">Does your project require a DA and will it be obtained prior to the commencement of work?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Heritage Advisor's Assessment/Recommendation

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Submitting Your Application

Application forms and accompanying information should be forwarded to:

Email: council@gcc.nsw.gov.au

Or

Post: Special Heritage Fund, PO Box 90, Queanbeyan NSW 2620

(Please ensure you sign the declaration on page 12 prior to submitting your application)

Council Contact

If you require any further information please contact Glenda Kells on 6285 6276

Application Closing Date

Applications must be received by close of business: **30 September 2015**

Property Ownership (Only complete if applicant is **NOT** the owner of the heritage item)

Owner's name:

Contact details:

Signature:

Date:

Declaration

I/We the undersigned, being the applicant/s nominated in this application, apply for a Special Heritage Fund grant to carry out works described above on the land specified earlier in this application.

I confirm that all the information provided in this project application is true and correct to the best of my knowledge ☐ Yes ☐ No

I have completed ALL questions on this project application ☐ Yes ☐ No

I have attached ALL requested documentation ☐ Yes ☐ No

Signature:

Date:

QUEANBEYAN-PALERANG REGIONAL COUNCIL

Council Meeting Attachment

26 OCTOBER 2016

ITEM 8.8 EXPANDING THE COVERAGE OF THE SPECIAL
HERITAGE FUND

ATTACHMENT 2 STANDARD CONDITIONS APPLYING TO SPECIAL
HERITAGE FUND PROJECTS - 2015

Standard Conditions Applying to Queanbeyan City Council's Special Heritage Fund



Standard Conditions for Special Heritage Fund

By entering into this funding agreement, you agree to comply with the following conditions:

The Project from Start to Finish

1. Acceptance of offer

You must accept this funding offer within three weeks, or it will be withdrawn.

2. Permission to commence work

You must provide the following information, if not already provided with your application, before Queanbeyan City Council will agree to you starting your project:

- A draft schedule of works
- A confirmation of who will carry out the works
- The name of a suitably qualified person who will be responsible for supervising your project.

When Council has received this information, you will be sent a letter confirming that you can commence your project.

If necessary, you will need to separately arrange for appropriate works approvals, i.e Development Application and Construction Certificate, for this project as required by Council's planning and building requirements and if appropriate the Heritage Act before commencing work.

3. Scope of work

In the event that your funded scope of work needs to change, you must immediately discuss the revised scope of work with Council to ensure that funding remains applicable.

4. Project milestone dates

You agree to meet the following project milestone dates.

You also acknowledge that Queanbeyan City Council's Special Heritage Fund operates on an annual budget allocation and that Council cannot carry forward any unclaimed funds for your project. If you fail to meet the milestone dates set out below, your funding may be reviewed or revoked.

Milestone 1: Notify the council when you have commenced your project.

Milestone 2: Report progress on your project to Council by Monday **21 March 2016**.

Milestone 3: Project completion and all funding must be claimed from Council by **30 June 2016**.

5. Progress report/s

You must provide a brief verbal or written progress report/s on your project as requested by Council.

6. Project compliance certification

When your project is completed, and before the council will pay your funding, Council's heritage advisor **must** inspect your project and complete a certification form.

Finances

7. Advising changes in the source and/or amount of funding

You must advise Council of any changes to the financial resources and arrangements stated in your application. This includes variations to the scope of work.

8. Claiming your grant funding

You must submit paid invoices for payment. You also agree that unless requested, and Council agrees electronic transfers will be made payable to you or your ABN registered name. Note that payment will be based on the invoiced amount rather than initial quotes.

Operational Issues

9. Revocation of funding

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

- Unsatisfactory work
- Failure to meet time schedules
- Failure to provide progress reports
- Non-disclosure or misleading or false disclosure of information
- Inadequate additional funding being provided from another source.

10. Reusable equipment

You agree that funding provided for this project is not to be used for expenditure on reusable equipment without the prior written approval of Council. If approved, resale of such equipment and refund of moneys to Council may be required.

11. Transactions between persons not at arm's length

You must advise Council immediately of any transaction where the applicant and another party or parties, involving expenditure on this project are not dealing with each other at arm's length, for example, if a relative is doing paid work on the project.

If Council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, Council may disregard the excess in any claim made to it.

12. Acknowledgment of funding

You agree to acknowledge the funding assistance during the project and on completion in any form required and approved by Council.

13. Publicity

Council may publicise your project through its newsletter, website, media releases and liaison with journalists.

14. Copyright – non-exclusive license

For publications or signage projects, you will supply the appropriate permissions (non-exclusive license to Council) to use certain copyright material created as part of this funded project.

15. Best practice heritage and project management

You agree that all work must be carried out in a best practice heritage manner and in particular to accord with the publication called [How to carry out work on heritage buildings and sites](#), available from www.environment.nsw.gov.au/heritage/publications

You also agree to administer the project in accordance with best practice management.

16. Engagement of a heritage specialist

If required as part of your project's **special conditions**, you agree to engage a heritage specialist to supervise and provide advice on the heritage aspects of the project. You agree to ensure that the heritage specialist:

- Has appropriate qualifications, skills and experience to supervise your project
- Will provide appropriate technical advice to ensure that best practice heritage conservation methods are followed as set out in [How to carry out work on heritage buildings and sites](#). This refers to the [Australia ICOMOS Burra Charter](#).
- Agrees to prepare and endorse the updated work schedule and costings for this project included in this funding agreement, if needed
- Agrees to supervise the project and complete the [Project Compliance Certification](#) for the funding payment.

17. Long term protection and heritage listing

You agree, and, if you are not the owner, the owner also agrees:

- To take all reasonable measures to protect in perpetuity the item for which this assistance is granted
- Not to undertake any work, including subdivision, on the item, its site and any moveable heritage items on the site which would adversely affect their heritage significance
- To actively support and not to object to the inclusion of the item in a local or regional environmental plan.

18. Insurance

You agree to insure and keep insured at all times the item for which this funding is granted, unless Council approves otherwise.

19. Compliance with other regulators

You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.