



# **Queanbeyan- Palering Regional Council's Special Heritage Fund - Guidelines**



# Special Heritage Fund Information and Guidelines

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# Special Heritage Fund Information and Guidelines

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## Special Heritage Fund Scheme

### Background

The former Queanbeyan City Council at its meeting of 24 June 2015 determined to establish a \$100,000 Special Heritage Fund. This was extended to the whole of the local government area at the Queanbeyan-Palerang Regional Council meeting of 26 October 2016.

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 Local Environmental Plan 2012*, or *Palerang Local Environmental Plan 2014* 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 the applicable Council's Heritage Advisor at the completion of the project and prior to any payment being made.

The grant funding in this instance is a competitive process and prospective applicants need to submit an application which addresses the criteria in these guidelines.

### Funding

- Prospective applicants need to demonstrate that they are prepared to contribute a reasonable proportion of the cost of the project.
- Prospective applicants must comply with the attached Standard Conditions.
- The project must have a minimum value of \$15,000 or resolved by Council.
- Council will consider allowing a small percentage of any grant to be used for undertaking professional studies associated with an individual project such as the preparation of a statement of heritage significance (if required and with Council's agreement). These are to be undertaken and prepared by a suitably qualified and experienced person.
- All projects are funded over the current financial year.
- Funding will be limited to one grant of assistance per site per financial year.
- Applicants must complete and claim 100% of their funding by **30 June 2020**.

**Closing date:** Applications close on **16 October 2018**.

### 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.

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Projects should be for:

- Physical conservation works including restoration, reconstruction, repair, reinstatement, preservation and maintenance as defined in the *Australian ICOMOS Burra Charter*,
- 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, and/or
- Interpretation works that are based on recommendations contained in a Statement of Heritage Significance or 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 the relevant Council Heritage Advisor prior to submitting your application. Appointments can be made by contacting Council's Land-Use Planning on **6285 6276**.
- Council's Heritage Advisor will also provide initial advice as to whether the works proposed may require a development application. Where a development application for the works is necessary, prospective applicants need to contact Council's Development Team staff to discuss planning requirements.
- Prospective applicants are required to demonstrate why the work proposed is appropriate from a heritage point of view.

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- Obtain 2 quotes and place the costs against the job scope of works clearly demonstrating the 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.

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

You can either email your completed application, including digital images, to:  
[landuseadmin@qprc.nsw.gov.au](mailto:landuseadmin@qprc.nsw.gov.au)

**Or**

Post to: QPRC Special Heritage Fund  
Land-Use Planning Team  
PO Box 90  
Queanbeyan NSW 2620

### 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 considered by members of Council’s Heritage Advisory Committees, Council staff and Council’s Heritage Advisor(s). 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 that time.

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.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

### Project Timing and Claiming Your Funds

Applicants must complete and claim 100% of their funding by **30 June 2020**.

# Application Form

Special Heritage Fund Application Form
<b>Applicant Details</b>
Contact Name:.....
Company Name: (if applicable) .....
Postal Address:.....
Phone: ..... (H/W)    Mobile: .....
Email:.....
ABN registered name: (if applicable) .....
ABN: (if applicable) .....
GST registered? <input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to Council using the photographs of my property to promote Heritage in the local area <input type="checkbox"/>
Yes <input type="checkbox"/> No
<b>Project Address</b>
No: ..... Street: .....
Suburb: .....

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## Project Proposal (Briefly describe the proposed project)

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

.....

.....

.....

.....

**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

.....

.....

## 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



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### 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 a local heritage item?                   | <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 <b>30 June 2020</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I acknowledge that I may be required to obtain Council development approval for these works (separate to funding offer) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### Funding Priorities

Queanbeyan-Palerang Regional 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) Interpretative works to facilitate heritage tourism**

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**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 2020**.  Yes  No
- I have discussed my project with the Heritage Advisor prior to lodging this application.  Yes  No
- Does your project require a DA and will it be obtained prior to the commencement of work?  Yes  No

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## Heritage Advisor's Assessment/Recommendation

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## Submitting Your Application

Application forms and accompanying information should be forwarded to:

Email: [landuseadmin@qprc.nsw.gov.au](mailto:landuseadmin@qprc.nsw.gov.au)

Or

Post: QPRC Special Heritage Fund  
Land-Use Planning Team  
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 Kathleen McCauley on 6285 6276

## Application Closing Date

Applications must be received by close of business: **16 October 2019**

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## 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: .....