

# Wingecarribee Heritage Assistance Grants Guidelines 2021-22

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## 1 Purpose of the Heritage Assistance Grants

The Heritage Assistance Grants are run annually by Wingecarribee Shire Council with funding assistance from the NSW Government (Heritage NSW within the Department of Premier & Cabinet) to provide funding for projects for:

- conservation works (including reinstatement of missing elements);
- maintenance works; or
- works to meet Building Code of Australia upgrades (fire, services, and access) for ongoing and new uses

on heritage items, properties within heritage conservation areas, properties identified as potential heritage items or properties that have been assessed as having heritage significance.

## 2 Type of funding available

Funding is available as a dollar-for-dollar grant from \$500 up to \$5,000 (i.e. for projects costing \$1,000 to \$10,000 and above).

However, at Council's discretion a greater amount (but still on a dollar-for-dollar basis) may be approved for significant projects if surplus funding exists after all eligible projects have been funded.

Grant funding is released to successful recipients at the successful completion and acquittal of projects.

## 3 Opening and closing dates for applications

Applications open at **5pm on Thursday 23 September 2021** and close at **midday on Monday 11 October 2021**.

Grant applications are open annually. The next call for applications for the 2022-23 Heritage Assistance Grants will be in mid-2022.

## 4 Who can apply for grants?

All owners and managers of heritage items or places within heritage conservation areas [listed in Schedule 5 in the Wingecarribee Local Environmental Plan 2010](#) can apply for grants. In addition, owners and managers of potential heritage items or places that have been assessed by a heritage professional as having heritage significance can also apply for funding.

However, State Government agencies cannot apply but may be involved as a project partner.

Given the short time frame for this year's grants, it is suggested that only "shovel-ready" projects that can be completed in less than six months should apply. Applicants from last year's heritage grants that were cancelled due to COVID related difficulties are welcome to re-apply for the same or a different project. Last year's applicants will have been contacted individually about a modified procedure for re-applying for the same works.

## 5 What projects can be funded?

Funding is available for projects on properties that are:

- Listed as a [heritage item in Schedule 5](#) of the Wingecarribee Local Environmental Plan (WLEP) 2010.
- Included in a [heritage conservation area in Schedule 5](#) of the WLEP 2010.
- Included as a draft heritage item or within a draft heritage conservation area in a Planning Proposal.
- Supported by Council's Strategic Land Use Planner (Heritage), Council's Heritage Advisor or another heritage specialist as being of heritage significance (this includes properties identified as potential heritage items and notified to owners in February 2012 and properties that are/have been the subject of an Interim Heritage Order).

## 6 What projects cannot be funded?

Funding will not be available from the local heritage fund for:

- New buildings, including additions and new internal fittings to a heritage building.
- Routine maintenance (e.g. lawn mowing, gutter cleaning or carpet cleaning).
- Projects where adequate funding is available from the applicant or other sources.
- Projects where substantial assistance has been previously provided.
- New commemorative monuments or works.
- Purchase of heritage buildings or movable items.
- Relocation of buildings.
- Work to relocated buildings.
- Private headstones, unless there is no possibility of descendant support for the project.
- Flood lighting of heritage buildings.
- Purchase of equipment.
- Movable railway heritage items.
- Work on a Government owned building still used for a Government purpose.
- Studies, reports or development application fees.

## 7 Funding priorities

Priority will be given:

- For heritage items (or proposed heritage items) in a Heritage Conservation Area or well-maintained heritage streetscape or landscape setting.
- For heritage items (or proposed heritage items) with public access and visibility.
- For urgent maintenance works to avert management risks (e.g. severe deterioration, demolition, or demolition by neglect).
- For projects involving part of a heritage group or a precinct.
- For projects that would encourage the conservation of other heritage items.
- Where the owner is able to show hardship arising from conservation work required to the item where conservation controls are in place.
- For aspects of heritage which have received little or no funding, e.g. historic gardens, heritage interiors.

- For fire, service and access upgrades for Building Code of Australia (BCA) compliance.
- For ongoing or adaptive reuse of heritage items.
- For projects and applicants that have not received Council funding support in the last 5 years (including donations or Community Assistance Scheme grants).

## 8 Common selection criteria

Funding is targeted to projects:

- With sustainable long-term heritage benefits.
- That are for public benefit and enjoyment.
- That show innovation and leadership.
- Where the project partners have the capacity and commitment to undertake the project.
- That demonstrate funding equity and cost effectiveness.

## 9 Applying for funding

To apply for funding for a project from Council's Heritage Assistance Grants you must:

- Read the online application form so you know what information you need and if your project fits the types of funding offered (a sample form is available for download from Council's website from [www.wsc.nsw.gov.au/Development/Heritage#section-4](http://www.wsc.nsw.gov.au/Development/Heritage#section-4)).
- Do some background research on your heritage property so you can include all relevant information in your project application.
- Prepare a list of project tasks to be completed.
- Obtain at least two quotes for each of the projects tasks. (If it is difficult or impracticable to obtain two quotes, explain why in your application.) Ideally, quotes should be no older than 12 months.
- Ensure you have relevant plans and sketches: depending on the size of the project, you may need to include these in your application.
- Find out what approvals might be required to undertake you project. The approval of your project for funding under these grants does not provide development approval to undertake the works and separate consent may be required. It is the applicant's responsibility to obtain any necessary consents required by the funding and before the commencement of works. Council's Duty Planner may be contacted to discuss approval requirements on 02 4868 0888.
- Take 'before the project' photographs, including at least one photograph that shows the building/place in its overall context (e.g. from the street). (Please refer to [Section 12—Photograph Permissions](#)).
- Complete the application form through the SmartyGrants online system. (Please refer to [Section 10—Submitting your application](#).)

Before you submit your application for funding, you are encouraged to discuss your project with Council's Strategic Land Use Planner (Heritage), Sarah Farnese, on 02 4868 0888. If specialist heritage advice is required, Sarah can seek heritage advice on your behalf from Council's Heritage Advisor, Dr Peter Kabaila.

## 10 Submitting your application

The application form must be completed and submitted online using the SmartyGrants portal. You will require a login to use this system. If you have used the SmartyGrants system for another application (even with a different funding body), the same login can be used. The Heritage Assistance Grants 2021-22 funding round can be accessed at:

<http://wingecarribee.smartygrants.com.au/HeritageGrants2021>

A link to the SmartyGrants portal can also be found on Council's website [www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au) by navigating to *Development > Heritage* and clicking on the link to the Heritage Assistance Grants page.

If you have difficulty in accessing or completing the form online, first consult the SmartyGrants Help Guide for Applicants available online at the address below before contacting Council.

<http://applicanthehelp.smartygrants.com.au/help-guide-for-applicants>

A copy of your completed application will be emailed to you once it is submitted through SmartyGrants.

Applications are due by midday on **Monday 11 October 2021**.

## 11 Processing your project application

Projects will be assessed and approved by Council's Strategic Land Use Planning Branch with input from Council's Heritage Advisor and Heritage Advisory Committee if and as required.

The quality and clarity of the information you provide in your application is assessed as part of the evaluation process. Well-written and thoughtfully articulated responses and clearly presented attachments will elevate an application's chance of success.

The primary method of communication between Council and applicants will be email. However, at the completion of the project, funding will be paid via cheque (unless you represent an organisation that is set up to receive electronic funds transfer EFT payments from Council) which will be sent via mail.

A funding offer and contract will be emailed to successful applicants by the end of October 2021.

Funding will commence on the date of the acceptance of the funding offer. All projects must be commenced after that date and be completed (and all funding claimed) by 14 April 2022.

Council will advise unsuccessful applicants in writing.

The Wingecarribee Heritage Assistance Grants 2021-22 is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, Council reserves the right to recommend funding for projects that may not fully meet these requirements where a significant positive heritage outcome is anticipated.

## 12 Photograph permissions

As part of Council's grant funding agreement with the NSW Government, Council provides photographic images (including "before" and "after" photos) in its acquittal submission to Heritage NSW at the end of the grant round.

Applicants will be requested as part of the Wingecarribee Heritage Assistance Grants application to provide the photograph owner's permission to use any photographs included in their application for funding. Council is requesting permission for use of these photographs in perpetuity and subject to appropriate acknowledgement:

- in Council or NSW Government publications or publicity,
- on Council's or NSW Government websites, and/or
- on the State Heritage Inventory (a State managed online heritage database).

## 13 Disclaimer and privacy policy

All information submitted by the applicant as part of an application for funding under the Wingecarribee Heritage Assistance Grants scheme remains the property of Council. Council shall take no responsibility for the content of any application submitted. It is the responsibility of the applicant to ensure that all care has been taken to identify and acknowledge the contribution and work of all relevant parties.

The Privacy and Personal Information Protection Act 1998 and Council's Privacy Management Plan apply in the collection, storage and utilisation of personal information provided in conjunction with the Wingecarribee Heritage Assistance Grants scheme.

## 14 Further information

For further information, refer to Council's website (link below) or contact Council's Strategic Land Use Planner (Heritage), Sarah Farnese, by phone on 02 4868 0888 or by email at [heritage@wsc.nsw.gov.au](mailto:heritage@wsc.nsw.gov.au).

[www.wsc.nsw.gov.au/Development/Heritage#section-4](http://www.wsc.nsw.gov.au/Development/Heritage#section-4)