

Application Form - Wingecarribee Heritage Assistance Grants 2021-22

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Introduction

PURPOSE OF THE WINGECARRIBEE HERITAGE ASSISTANCE GRANTS

The Heritage Assistance Grants are run annually and are proudly funded by the NSW Government in association with Wingecarribee Shire Council providing support 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, draft heritage items, properties within heritage conservation areas, properties identified as potential heritage items and other places assessed as being or considered to be of heritage significance.

AVAILABLE FUNDING

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

PROJECT ELIGIBILITY

Funding is available for properties that are:

- Listed as a heritage item in [Schedule 5](#) of the Wingecarribee Local Environmental Plan (WLEP) 2010, or
- Included in a Heritage Conservation Area in [Schedule 5](#) of the WLEP 2010, or
- Identified as a heritage item or within a heritage conservation area within a Planning Proposal that has been on public exhibition, or
- Supported by Council staff 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).

Projects not eligible for funding are listed in the Wingecarribee Heritage Assistance Grants 2021-22 Guidelines available from the [Heritage Assistance Grants page on Council's website](#) or by clicking [here](#).

DISCLAIMER AND PRIVACY

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.

FURTHER INFORMATION

Further details about the Heritage Grants Scheme can be found in the Wingecarribee Heritage Assistance Grants 2021-22 Guidelines available from the [Heritage Assistance Grants page on Council's website](#) or by clicking [here](#).

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FILLING OUT THIS FORM

This form must be filled out online, all relevant documents attached and submitted by the due date (midday, Monday 11 October 2021) for your project to be considered for funding. Questions marked with a red asterisk (*) are mandatory. If you need help navigating the SmartyGrants system, consult the SmartyGrants Help Guide for Applicants which can be accessed [here](#).

Simplified Pathway for Re-submitting Applications

* indicates a required field

Previous application

Q0. Is this a new application or a re-submission of a 2020-21 Application?

- New application
- Re-submission

2020-21 Application Details

Q0a. 2020-21 Application Number

WHG20

Q0b. Are all the details of the proposed works (as provided in your 2020-21 Application) the same? *

- Yes
- No. (List the changes in Q0c.)

Q0c. Provide a list of what's changed from the application you submitted last year. *

Describe what details have changed from your previous application. You will be required to re-submit budget information and quotes in Section 5 (Funding Details) of this form.

Q0d. Upload additional information, if required

Attach a file:

Section 1: Project Overview

* indicates a required field

Project Description

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Q1. Project Name *

Provide a brief but descriptive name for this project e.g. Verandah repairs at St Margaret's Church Hall.

Q2. Project Summary *

Word count:

Provide a project description including address of property. Must be no more than 30 words. e.g. Reinstatement of picket fence to match historical photographs at 22 Main Street, Heritagetown.

Project Funding Summary

Funding is available as a dollar-for-dollar grant from \$500 up to \$5,000 (i.e. for total cost of works of \$1,000 to \$10,000+). All agreed funds are paid after the satisfactory completion of the project.

Q3. Total project cost *

Must be a dollar amount, inclusive of GST.

Q4. Funding you are requesting from Council's Heritage Assistance Grants *

Must be a dollar amount up to \$5,000.

Q5. Funding you are obtaining or anticipating from another funding source (or sources)

Must be a dollar amount.

Q6. Amount of your (or your organisation's) contribution

This number/amount is calculated.

Section 2: Applicant Details

* indicates a required field

This is the person with whom the Council will correspond in relation to this grant.

Q7. Applicant's Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Q8. Applicant's Email Address *

Must be an email address

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Q9. Applicant's Primary Phone Number *

Must be an Australian telephone number

Q10. Applicant's Postal Address *

Address

Suburb State Postcode

Q11. Applicant's Other Phone Number

Optional alternative contact number.

Q12. Are you representing an organisation for this grant? *

- Yes
 No

Organisation Details

Where an applicant is representing an organisation, the applicant will be the contact during the course of the grant but the organisation will be the recipient of the grant payment.

Q12a. Organisation Name *

Organisation Name

Q12b. Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

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Q12c. Organisation's Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Q12d. Applicant's Position or Relationship to Organisation *

Q12e. Alternative Contact Person in Organisation

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Q12f. Alternative Contact's Position in Organisation

Q12g. Alternative Contact's Email

Q12h. Alternative Contact's Phone Number

Section 3: Property Details & Ownership

* indicates a required field

Property Details

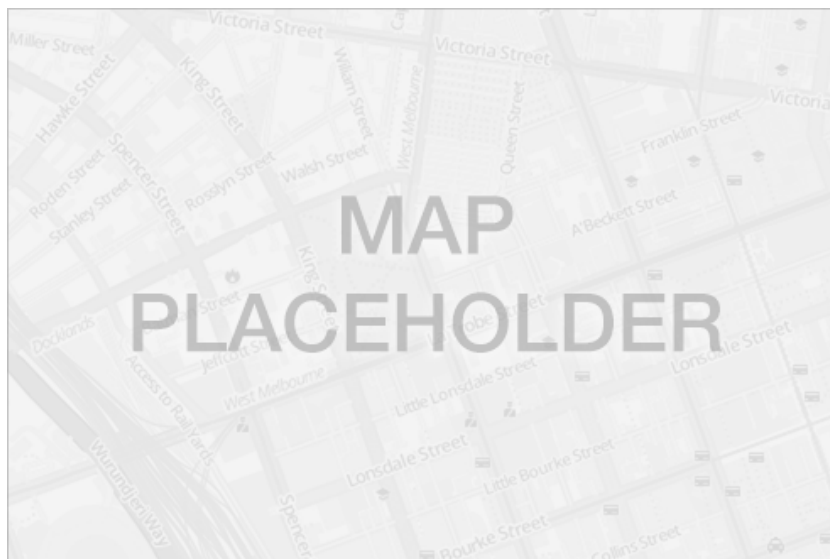
Enter the address of the property on which the works are proposed.

Q13. Property Address *

Address

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Q14. Property Number (PN)

Enter Council property number, if known. Property number can be found on your rates notice. Enter number only.

Q15. Is the applicant the property owner? *

Yes

No

Owner Details

This section is applicable if the applicant is not the property owner, or the property is in a company name.

Q15a. Owner's Name *

Individual

Organisation

Organisation Name

Title

First Name

Last Name

Q15b. Owner's Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Q15c. Owner's Preferred Contact Name

Name of primary contact person other than owner, e.g. property manager

Q15d. Phone Number *

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Phone number of Owner or Owner's Contact. Must be an Australian phone number

Q15e. Email Address *

Email address of Owner or Owner's Contact

Section 4: Project Detail

* indicates a required field

Project Scope

Q16. Provide a summary of the proposed scope of works including the methodology. *

Word count:

Must be at least 20 words.

Briefly list (bullet points) the specific activities that are proposed and how they will be undertaken e.g. repair of floorboards by removing rotten timber and splicing with new matching floorboards (200 words recommended).

Q17. Why is this work necessary? *

Describe the specific issue or need that the works will address (200 words max.)

Heritage Impact of Proposed Works

To help in the planning stage of the works, it is important to consider the impact that the works will have on the heritage significance of the heritage place. This is called a Statement of Heritage Impact (SOHI) and SOHIs prepared by heritage consultants are normally submitted with development applications for works on heritage properties (particularly heritage items).

Comprehensive SOHIs are not required for minor works, but a simple summary of the positive and negative impacts of the proposal and any mitigation measures will assist you in developing the methodology for your works and in the assessment of your proposal.

Your simple SOHI should:

- List the elements of the place that are significant.
- List the aspects of the proposal that respect or enhance the heritage significance of the place. Provide reasons.
- List aspects of the proposal that could negatively affect the heritage significance of the place. Provide reasons.
- List any mitigation measures that are proposed to minimise any adverse heritage impacts.

If you have a separate SoHI for the proposed works (including one prepared for a development consent that includes the works) you can upload it in this section, but please also provide a brief summary in Q18.

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Q18. Provide a summary Statement of Heritage Impact for the proposed works. *

Word count:

Must be at least 50 words.

Describe how the proposed works will impact (both positive and negative) on the heritage significance of the heritage place and describe any mitigating measures being undertaken to minimise heritage impact. If you are attaching a separate document to answer this question, please provide a summary here (500 words maximum).

Q18a. Statement of Heritage Impact Upload

Attach a file:

Council contact

Q19. Have you discussed this project with Council staff? *

- Yes
 No

Q19a. Who have you spoken to? *

- Strategic Land Use Planner (Heritage) - Sarah Farnese
 Wingecarribee Shire Council's Heritage Advisor - Dr Peter Kabaila
 Other:

Q19b. Briefly summarise the outcome of any discussions (if applicable).

Section 5: Funding Details

* indicates a required field

Funding Eligibility

Funding under these grants is available to owners and managers of [heritage items](#) (including those on the [State Heritage Register](#)), draft heritage items, properties within [heritage conservation areas](#) or draft heritage conservation areas, properties identified for potential heritage listing (including those subject or previously subject to an Interim Heritage Order), and those supported by a heritage expert as having heritage significance.

Q20. What is the heritage status of the subject property? *

- State Heritage Register (see link above to search)
 Heritage item (WLEP 2010 - see link above to search) or draft/proposed heritage item (as notified to you by Council)

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- Within a heritage conservation area (WLEP 2010 - see link above to search) or a draft/proposed heritage conservation area
- Potential heritage item (including places subject to a current or previous Interim Heritage Order)
- Supported by Council staff or heritage specialist
- Other:

Select all that apply. To be eligible for funding you must select at least one from this list.

Q21. Have you (or the organisation), this project or the subject property received Council funding support in the last 5 years? *

- Yes
- No

Council funding support includes a Heritage Assistance Grant, a Donation or a Community Assistance Scheme Grant.

Funding Priorities

Q22. Select the funding priorities that describe your project: *

- a. My project is on a heritage item (or draft/proposed heritage item) in a heritage conservation area or well-maintained streetscape or landscape setting.
- b. My project is on a heritage item (or draft/ proposed heritage item) with public access and visibility.
- c. My project is for urgent maintenance works to avert management risks (e.g. to manage severe deterioration, to avert demolition, or to prevent demolition by neglect).
- d. My project involves part of a heritage group or precinct, such as a town centre heritage group, a building terrace/semi-detached group or a homestead complex.
- e. My project would encourage the conservation of other heritage items.
- f. My project is subject to conservation controls and the owner is able to show hardship arising from conservation work required to the item.
- g. My project is for aspects of heritage which have received little or no funding e.g. historic gardens, restoration of interiors.
- h. My project is for fire, service and access upgrades for Building Code of Australia (BCA) compliance.
- i. My project is for ongoing or adaptive reuse of heritage items.

Select all that apply. At least 1 choice must be selected.

Q23. Explain how your project meets or achieves the funding priority or priorities selected in Q22. *

Word count:

Must be at least 20 words.
200 words max.

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Detailed Budget

Provide an itemised costing of your proposed works based on your preferred quote. If the project contains a number of elements, please list them separately with the quoted/estimated amount for each. You are able to add more rows if required.

Q24a. Description of item/ element	Q24b. Quoted/estimated amount (incl. GST)	Q24c. Comments (optional)
	\$	
	\$	
	Must be a dollar amount.	

Quotations

Attach any quotes you've obtained for the proposed works. Two quotes per project task/component are preferred but it is recognised that obtaining multiple quotes can be difficult for heritage-related work.

Q25a. Name of contractor/supplier	Q25b. Quoted amount (incl. GST)	Q25c. Is this your preferred quote?	Q25d. Upload quotation
	\$		
	\$		
	Must be a dollar amount.	Indicate if this quote is your preferred quote (where more than one quote has been obtained)	PDF file format is preferred. A minimum of 1 file must be attached.

Q26. Did you have any difficulties in obtaining two quotes for the project? *

- Yes (provide explanation in Q26a)
 No

Q26a. Explanation of any difficulties in obtaining quotes *

Section 6: Approvals & Consents

* indicates a required field

Many heritage-related works require approval. To find out what requires approval, refer to [clause 5.10 of the Wingecarribee Local Environmental Plan \(WLEP\) 2010](#).

If the subject property is listed on the State Heritage Register (for items of State heritage significance), there are certain additional requirements for obtaining approval from the NSW Heritage Council (as required under the NSW Heritage Act 1977). There are

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[Standard Exemptions for Works Requiring Heritage Council Approval](#) for minor works and maintenance. For other works, an approval under section 60 of the Heritage Act may be required. For more information on obtaining approvals for works on State Heritage Register items, click [here](#).

Exempt development is development that does not require approval. Items on the State Heritage Register are not eligible for exempt development. Some types of exempt development are permissible on heritage items and within heritage conservation areas. To check whether your proposed works are exempt development, click [here](#) to view the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

In addition, some minor works or maintenance may be exempt from requiring development consent via clause 5.10(3) of the WLEP 2010, which can be viewed [here](#). These can include repainting, repairs and in some cases, even roof replacement. You may request an exemption under clause 5.10(3) as part of this grant application.

Q27. What approvals are required for the project?

*

- a. The proposed work is exempt development or does not otherwise require approval.
- b. The proposed work is considered to be minor or for maintenance and does not require consent in accordance with clause 5.10(3) of the WLEP 2010 and I request an exemption as part of this application.
- c. The proposed work is considered to be minor or for maintenance and does not require consent in accordance with clause 5.10(3) of the WLEP 2010 and I have already obtained an exemption for these works.
- d. I require development consent from Council and I have not yet submitted a development application. (NB. It is unlikely that you will have sufficient time to complete the project if development consent is required and you have not yet applied for it.)
- e. I have obtained or I am in the process of obtaining development consent from Council. (Provide DA number at Q28.)
- f. Other (provide explanation at Q28).
Provide justification of your selection in Q28 and upload any applicable documentation (including exemptions, approvals, consent) in Q29.

This question applies only to properties listed on the State Heritage Register.

Q27A. What additional approvals are required from the NSW Heritage Council?

- a. The proposed work is considered to be covered by the Standard Exemptions and I have satisfied (or will satisfy) the requirements of the exemption.
- b. I require a section 60 (or section 60 fast track) approval under the Heritage Act from the NSW Heritage Council and I have not yet applied for it.
- d. I have applied for or I have received a section 60 (or section 60 fast track) approval under the Heritage Act from the NSW Heritage Council. (Please attach copy of receipt or approval at Q29.)
- e. Other (provide explanation at Q28).

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Provide justification of your selection in Q28 and upload any applicable documentation (including exemptions, approvals, consent) in Q29.

Q28. Justification of approval pathway *

Please provide an explanation to support your answer to Q27 (and Q27A if applicable). If you have applied for or obtained an approval or consent, include the application number, date of lodgement and/or date of approval, as relevant.

Q29. Attach any Exemption, Approval or Consent Documentation

Attach a file:

Please provide any documentation that supports your answers above (if applicable). E.g. copy of consent; correspondence from Council or the NSW Heritage Council.

Section 7: Supporting Documentation & Images

* indicates a required field

Site Photographs

Recent site photographs are required to be taken and submitted as part of your application. The area where the works are proposed should be photographed in detail and also shown the context of the building/place. Please provide as many photographs as necessary to show the site and the area of the proposed works. However, the following must be provided as a minimum:

1. Minimum of one (1) photograph showing the detail of the issue or problem to be addressed by the proposed work (e.g. peeling paint on window frame), and
2. Minimum of one (1) photograph showing the whole area subject of the proposed work (e.g. window frame as photographed above in the context of the whole building), and
3. Minimum of one (1) photograph of the heritage place from its principal frontage (e.g. from the front or from the street).

Photograph Permissions

Council runs the Wingecarribee Heritage Assistance Grants scheme with funding support provided by the NSW Government. As part of Council's grant funding agreement with the NSW Government, it is required to provide photographic images (including "before" and "after" photos) in its acquittal submission at the end of the financial year.

To help us fulfil its responsibilities, Council requests your (or the photograph owner's) permission to use the photographic images you have provided in this application in perpetuity and subject to appropriate acknowledgement (photographer name as provided in the following section) for the following specific purposes:

- 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).

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Please note that by giving your permission you also agree to waive any rights and claims, now or in the future, to any fees or royalties or other benefits whatsoever for or in connection with the use of the images.

If you have multiple photographs with different photographers and/or different permissions, please upload the images on separate lines. If the permissions and photographer details are the same for all required images, they may be uploaded in the first line.

Q30a. Upload photographs	Q30b. The photograph owner gives permission for the use of their image/s uploaded here in the manner stipulated above.	Q30c. Name of photographer/s	Q30d. Limitations on permission
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	<input type="radio"/> Yes <input type="radio"/> Yes but with limitations as specified in Q30d. <input type="radio"/> No (Photographs provided will only be used to assess this application.)		
	<input type="radio"/> Yes <input type="radio"/> Yes but with limitations as specified in Q30d. <input type="radio"/> No (Photographs provided will only be used to assess this application.)		
	<input type="radio"/> Yes <input type="radio"/> Yes but with limitations as specified in Q30d. <input type="radio"/> No (Photographs provided will only be used to assess this application.)		
Please attach photos (minimum of 3) in one of the following image file formats: BMP, EMF, GIF, JPG/JPEG, PNG, TIF/TIFF. PDF is also acceptable. One photo per file.			Specify any limitations on the use of photo/s.

Site Plan & Other Supporting Documentation

Q31. Site Plan and documentation Upload *

Attach a file:

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A minimum of 1 file must be attached.

PDF file format is preferable for all documents. However, the following file formats are also acceptable: Word DOC/DOCX, Excel XLS/XLSX, and image formats BMP, EMF, GIF, JPG/JPEG, PNG, TIF/TIFF.

Maximum size: 10MB per file.

Guidance for documentation required

A site plan is required to show the area where the works are proposed. For guidance on preparing a site plan, refer to the example [here](#).

In addition to the site plan, please upload any other supporting documentation at Q31.

Supporting documentation might include:

- Floor plan of the subject building for internal works (if applicable).
- Historical background information (including historical photographs).
- Heritage management documents including conservation management plans.
- Other heritage reports.
- Engineering/building reports.
- Architectural plans or sketches.

Section 8: Selection Criteria

* indicates a required field

Common Selection Criteria

Q32. Sustainable long-term heritage benefits *

Word count:

Must be at least 10 words.

Describe ways in which your project contributes to the sustainable management of the heritage item, such as through the development or update of a conservation management plan, maintenance plan, sustainability management plan. 200 words max.

Q33. Public benefit and enjoyment: community leadership *

Word count:

Must be at least 10 words.

Describe ways in which your project increases opportunities for learning, access and enjoyment; supports active community support, involvement, and employment; supports regional economies; and encourages positive community attitudes. 200 words max.

Q34. Innovation *

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Word count:

Must be at least 10 words.

Describe ways in which your project involves a high degree of innovation and creativity. 200 words max.

Capacity

Q35. Do you have the necessary time, and project and financial management skills, to successfully undertake this project? *

- Yes No

Q36. Will your project be completed and documentation submitted for payment of the grant on or before 14 April 2022? *

- Yes No

Section 9: Declarations

* indicates a required field

Applicant's Declaration

- I confirm that I am the property owner or I have obtained the owner's consent to lodge this application.
- I acknowledge that I may need to arrange local Council or NSW Heritage Council approvals for the proposed works separate to this funding application and that it is my responsibility to obtain those approvals before the commencement of any work.
- If provided, I agree to erect a sign at the front of the property acknowledging receipt of funding assistance.
- If successful, I will be required to accept the terms of the grant in accordance with Council requirements including completion of the project and submission of the project funding claim by 14 April 2022.
- I have included all relevant information within this application or as attached electronic files.
- I agree that all relevant health and safety standards will be met.
- I agree that the project will be covered by appropriate insurances.
- I acknowledge that Council does not accept any liability or responsibility for the project.
- I acknowledge that the quality of the responses I have provided in this application and any attached information will form the basis on which my application will be assessed against the eligibility and funding priorities of the grant scheme.
- I confirm that all the information and statements provided in this application are true and correct to the best of my knowledge.

I confirm that I have read and agree to the above statements. *

- Yes, I have read and agree.
 No, I do not agree.

Name *

First Name

Last Name

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I confirm that I am authorised by my group/organisation to complete this form.

Yes

No

END OF APPLICATION FORM