



# **GUIDELINES FOR LOCAL HERITAGE ASSISTANCE FUND FOR GLEN INNES SEVERN COUNCIL 2023-2024**

## **1. Background**

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

## **2. Aim of the Fund**

The aim of the project is to encourage as much positive work on heritage items in the area as possible. 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.

## **3. Invitation to Apply**

Owners of heritage items within the Local Government Area are invited to apply. Owners of buildings in the CBD are particularly encouraged to apply, as priority will be given to these properties. It is essential that you prepare the best application possible because of the limited funds and these guidelines have been prepared to assist you.

## **4. Eligible Projects**

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

## **5. 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 by the NSW Government or where the applicant has yet to complete other assisted projects,
- The 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.

## 6. Common Selection Criteria

The following matters will be considered by 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 **Monday 8<sup>th</sup> April 2024**,
- 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, e.g. 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.

## 7. 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.

## 8. Applying for Funding

To apply for funding for a project from the Council's Local Heritage Assistance Fund:

- Read the application form so you know what information you need and if your project fits the types of funding offered.
- Do some background research on your heritage item so you can include all relevant information in your project proposal.  
Prepare a list of project tasks to be completed.
- Get at least two (2) quotes for each of the project's tasks, however, Council will accept one quote where there is demonstrated difficulty obtaining two.

- Ensure you have relevant plans and sketches – depending on the size of the project, you may need to include these in your application.
- Take “before the project” and “after the project” photographs – A photo monitoring form is included as part of the application form.
- Complete the application form and keep a copy for your records
- Talk with Council’s Town Planner/Heritage Advisor.

## **9. Submitting your Application – Applications close Friday 29<sup>th</sup> September 2023**

**Email** your completed project application with attached digital images and other information to;  
[council@gisc.nsw.gov.au](mailto:council@gisc.nsw.gov.au)

**or**

**Post** your completed project application with attached images and other information to;

Glen Innes Severn Council  
Po Box 61  
Glen Innes NSW 2370

## **10. Processing your Project Application**

Projects will be assessed by Council’s Heritage Advisor, with a final decision made by Council. In assessing your application, the quality and clarity of information provided will be taken into consideration.

A funding offer and contract will be sent to successful applicants. With the acceptance of this offer, all projects must be completed, and all funding claimed by **Monday 8<sup>th</sup> April 2024** at the latest.

## **11. Further Information**

For further information, please contact Council’s Town Planner Kathleen Taminiau on (02) 6730 2360.