



PROJECT GUIDELINES

LOCAL HERITAGE ASSISTANCE FUND 2025/2026

1. BACKGROUND

Glen Innes Council has established a Local Heritage Fund with assistance from the NSW Office of Environment and Heritage.

2. AIM OF THE FUND

The purpose of the project is to assist and encourage positive work on places and buildings of heritage significance within the Glen Innes Severn Local Government Area. In the process, it is hoped that this will evoke greater interest and concern for conservation for all heritage items within the Council area.

3. INVITATION TO APPLY

Owners of heritage items in this area are invited to apply. **It is essential that you complete the application form and provide the necessary information to be considered for grant funding. These guidelines have been created to assist you. Applications are called for only once a year and funding is limited.**

You cannot apply for funding if you are a State Government Agency, but you may be involved as a project partner.

4. ELIGIBLE PROJECTS

To qualify for funding, the building or site must be within the Glen Innes Severn Local Government Area. Preference will be given to buildings or sites identified in Schedule 5 of the *Glen Innes Severn Local Environmental Plan 2012*; however, Council will give consideration to buildings or sites that are not listed but are supported by Council's Heritage Advisor.

Eligible projects are those which involve conservation, maintenance and repair works, adaptive reuse on privately owned heritage buildings and sites. These may include fences, verandahs, repainting, windows, roof cladding, drainage and decorative detail.

5. PROJECTS NOT FUNDED

The Glen Innes Severn Local Heritage Assistance Fund does **NOT** cover the following types of work:

- Construction of new buildings
- Routine maintenance (e.g. lawn mowing, gutter cleaning or carpet cleaning)
- Purchase of a heritage item
- Purchase of equipment
- Floodlighting of heritage buildings

- A new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms)
- Relocation of a heritage building or work on relocated building
- Work on a government or council owned building still used for a government or council purpose

Assistance will **NOT** be given where in the following circumstances:

- Funding is reasonably available from another source
- Substantial government assistance has been previously provided (maximum three consecutive financial years)
- Work has already commenced, or has been completed
- Properties on which rates are unpaid for

6. LEVEL OF FUNDING AVAILABLE

Council's funding for this project is limited, and if too many applications are received, some may be unsuccessful. Council will advise unsuccessful applicants in writing. Any unsuccessful applicants will be encouraged to apply again in the future.

It is proposed that the *maximum* level of funding per project will be limited to \$2,000. Greater funding may be awarded if the circumstances warrant it and will be considered upon assessment of the application.

You will be required to provide at least 50% or more of the total project cost.

Claims for payment of awarded funding will only be paid after the works have occurred, with invoices and photographs received by Council.

The level of funding paid to the applicant after the works are completed is provided proportional to the initial agreed maximum project value and funding contribution, and the final cost of works.¹

¹For example, an applicant is approved for matched funding of \$4,000, consisting of a contribution of \$2,000 by the applicant and \$2,000 by the fund. The final cost of works is \$3,000 as indicated on the final invoice provided to Council. Therefore, the amount paid to the applicant by the fund is \$1,500, matching the level of finance provided by the applicant.

7. ASSESSMENT CRITERIA

The following matters will be taken into account by the 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 **Thursday 30 April 2026**;
- 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 with sustainable long term heritage benefits that are for public benefit and enjoyment;
- 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 demonstrate hardship arising from conservation work required to the item; and
- Urgent projects to avert a threat to a heritage item.

8. TIMING OF PROJECTS

Applications open now and close on Monday 3rd November 2025.

All works subject to the Glen Innes Severn Local Heritage Assistance Fund for 2025/2026 financial year, will have until **Thursday 30 April 2026 to complete your project and claim the project funding.**

9. APPLYING FOR FUNDING

To apply for funding from Council's Local Heritage Assistance Fund;

- Do some background research on heritage item and project proposal. It will assist your application if you can properly demonstrate why the work you propose is appropriate from a heritage point of view. To do this you may need to do some research e.g. Council may have information in archive records, the local library or the Glen Innes History House/Museum. Include all relevant information in your project proposal.
- Ensure you read these guidelines and application form so you know what information you may require, and that your projects meets the criteria for funding.
- Prepare a list of project tasks to be completed. This should clearly be documented in a job schedule.
- Obtain at least **two (2) quotes** for the each of the project tasks.
- Ensure you have relevant plans/sketches and/or colour or material sample to include with your application.
- Provide "before" photos of the building/site and its current setting. Include elevations and close ups of any particular project to be done. Keep a set of these photos for your final report.

Please note that before and after photographs will be required as a condition of your agreement should your application be successful.

- Complete the application form and submit to Council. Keep a copy for your records.

10. SUBMITTING YOUR APPLICATION

Email or post your completed application form along with attached digital images and other information to:

The General Manager
Glen Innes Severn Council
PO Box 61
Glen Innes NSW 2370

council@gisc.nsw.gov.au

Please **either** email or post your application, do not do both.

11. PROCESSING YOUR APPLICATION

Glen Innes Severn Council will acknowledge the receipt of your application within 14 days of receiving your application.

In assessing your application, the quality and clarity of information provided will be taken into account by Council.

A funding offer and contract will be sent to successful applicants by the end of November 2025. Unsuccessful applicants will be notified accordingly.

On your acceptance of this offer, the project can commence. All projects must be completed, with all funding claimed by **Thursday 30 April 2026**.

The Glen Innes Severn Council Local Heritage Assistance Fund 2025/2026 is a targeted funding program.

Projects must meet eligibility criteria, funding priorities and selection criteria. However, in exceptional circumstances, Glen Innes Severn Council reserves the right to recommend funding for projects that may not fully meet these requirements.

12. FURTHER INFORMATION

For further information about the Glen Innes Severn Council Local Heritage Assistance Fund 2025/2026, please contact Council's Planning Department (directorates of Place and Growth) on (02) 6730 2300, or email council@gisc.nsw.gov.au

