

Local Heritage Fund Guidelines

Aim of the Fund

The aim of the Local Heritage Fund is to encourage appropriate conservation work to privately owned heritage items in the Campbelltown Local Government Area (LGA). It is hoped that grant funding will engender greater interest and concern for the conservation of heritage items within the Campbelltown LGA.

Invitation to Apply

Private owners of heritage buildings within the Campbelltown Local Government Area are invited to apply. It is essential that the best application possible is prepared because of the limited funds available. These guidelines have been prepared to assist owners of Heritage items in making funding applications.

Funding request must be submitted on the "Local Heritage Fund Application Form", describing accurately the work that is proposed, and when it will be carried out (if not already completed). Council may ask for more information in some cases such as proposed colour schemes for painting work.

Successful applicants will receive written advice from Council that their application has been accepted in principle and where applicable, work may then proceed. Council will provide funds on completion of the work, subject to Council being satisfied with the end result.

Note that if work is not carried out within the time agreed, then the funds may be reallocated.

Eligible Projects

1. The property must be listed under Council's Environmental Planning instruments as a 'heritage item' in the Campbelltown LGA.
2. Projects are eligible if they involve the repair, maintenance or reinstatement of missing elements on the exterior of heritage buildings. Examples of eligible work include verandahs, roof cladding & guttering, hand painted signs and decorative detail, from structural work through to painting of projects to ensure the structural integrity of the heritage building. The re-creation of heritage gardens can also be funded under this grant program.
3. The program does not cover the purchase of a building, the relocation of a building, new additions or extensions, interior work or work that is inconsistent with the nature of the heritage building.
4. Work needs to be carried out in accordance with good conservation practice, and preferably by a tradesperson experienced in conservation work.
5. Council will require evidence that the cost of the work represents good value for money. More than one quote should be sought for the work.
6. Council will require evidence that the work has been completed and the final cost of the work.

7. Work must be carried out in the corresponding financial year.
8. Funds are not available for property owned or controlled by any government body or authority.
9. Assistance will not be given where funding is reasonably available from another source, where substantial government assistance has been previously provided, or where the applicant has yet to complete other grant projects.
10. Heritage items, for which funding has been granted in one financial year, are not eligible for additional funding in the same or following financial year. Items within a group are each eligible for separate funding if in different ownership.

Assessment Criteria

Council will take the following matters into account in assessing the priority of applications. Please note that it is not necessary for your project to meet all of these criteria:

1. Technical and financial ability to complete the project by the 31 May in that financial year
2. 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
3. Projects that would encourage the conservation of other heritage items
4. Projects of heritage value to the community
5. Projects that are highly visible to the public, e.g. the replacement of a verandah to a building in a main street location
6. Projects that have high public accessibility, e.g. a local museum, church or a private home which is open to the public several times a year
7. Projects involving aspects of heritage that have received little or no other funding available e.g. historic gardens
8. Projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item
9. Urgent projects to avert threat to a heritage item.

Available Funds

Council's Local Heritage Fund has limited funding each financial year. Subject to funds being available, a maximum of \$2,000 is available for each eligible project.

The amount provided by the Fund needs to be matched on a dollar-for-dollar basis by the owner. For example, if the maximum of \$2,000 is to be provided by the fund, the owner must also contribute at least \$2,000.

Timing

Applications can be received at any time; however, the final completion date for successful grant projects is the 31st May in that financial year. Applications will be judged on merit on a first come first served basis. Projects are assessed by Council staff and then submitted for approval to the Heritage Protection Sub Committee, which meets approximately every three months.

Notification of Outcomes of Application

Council will process the applications as quickly as possible and inform applicants by letter of the outcome.

Payment of Successful Applicants

Work must be complete, fixed in place permanently and be paid for by the applicant prior to claiming payment of the grant from Council. **Copies of receipts of payment and photographs of completed work must be supplied to Council prior to the 31st May of that financial year to claim the grant payment.** Claims for payment lodged after this date may not be paid.

What you need to do

1. First Contact Council

It is suggested that you document the work you propose to do and then contact Council to discuss the eligibility and other details of your project.

2. Background Research

It will assist your case 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. the Council or the local library may have information on the building, or you may be able to obtain photographs.

3. Work to be Carried Out

You then need to decide in detail what work you want to carry out. This should be set out in a clear item-by-item job schedule.

4. Quotes

Next, as with any work, you need to get quotes and it is suggested that you get at least two for the work. Put these costs alongside the schedule of work you have prepared.

5. Plans and Sketches

Depending on the size of the job, you may need these to attach to your application for funding.

6. Photographs

Take a photograph of the setting of the building and of any particular job to be done. Keep the negatives or a digital copy of the images and a set of photographs for your final report.

7. Other Requirements

Owners need to ensure that they receive all **appropriate approvals from Council** in relation to the proposed work. A development application (DA), or written approval for minor work may be required. If you are not sure whether a DA or other approval is required, you need to contact Council's Customer Service Centre (02) 4645 4000.

The Application Form (to apply for funding) needs to be signed by the owner(s) of the property. Funds will only be provided to the owner.

8. Fill in the Application Form

Fill in the attached form, keep a copy for your records, staple on the attachments and send it or take it to Council.

Please submit to Council:

1. The application form signed by all owners of the property
2. Photographs
3. Copies of quotes

The above information is to be sent to:

Local Heritage Fund
Environmental Planning Section
Campbelltown City Council,
PO Box 57
CAMPBELLTOWN NSW 2560

Further Information

Further information can be sought by contacting Council's Senior Strategic Planner Jeff Burton on (02)4645 4842.

DATA AND DOCUMENT CONTROL

