

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).

Available Funds

Council provides funding for private owners of heritage buildings for approved heritage restoration projects each financial year, through its Local Heritage Fund.

A maximum of \$2,000 may be granted for each eligible project that is approved by Council. The amount provided by the Fund needs to be matched on a (minimum) dollar-for-dollar basis by the owner. In this respect, the maximum possible grant of \$2,000 can be provided by the fund on the basis of the owner also contributing at least \$2,000 towards the approved project.

Approval Process

The final decision on the determination each grant application will be made by Council officers in accordance with these guidelines.

All successful grant applications must be completed by the end of May in the corresponding financial year. It is therefore recommended that applications for grant funding be submitted to Council for consideration at the start of each financial year, to allow sufficient time for consideration, approval and completion of works within the respective financial year.

If your application is successful, you will receive written advice from Council that your application has been approved.

Applicants also need to ensure that they obtain all appropriate approvals from Council and other relevant authorities prior to commencing proposed works. 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, please contact Council's Customer Service Centre (02) 4645 4000.

Eligibility Criteria

To be eligible for grant funding the project must meet the following criteria:

1. The property on which the works will be undertaken must be listed as a 'heritage item' in the Campbelltown Local Government Area.
2. Only works for the repair, maintenance or reinstatement of external elements on heritage buildings or reinstatement of heritage gardens that are visible from public areas, including fencing and driveways, will be funded. Examples of eligible works include restoration of verandahs, roof cladding and guttering, external painting and works to ensure the structural integrity of the heritage building.
3. Funding will not be provided for 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. Funding will not be provided for works on property owned or controlled by any government body or authority.
5. Funding will not be provided for projects where funding is reasonably available from another source (e.g. State heritage funding), where substantial government assistance has been previously

- provided, or where the applicant has yet to complete other grant projects.
6. Funding will not be provided for heritage items that have already been granted funding for projects in that financial year or the previous financial year.
 7. Heritage items within a group are only eligible for separate funding if in different ownership.
 8. Work must be conducted in accordance with good conservation practice, and generally by a tradesperson experienced in conservation work.
 9. All approved works must be completed by the end of May in the financial year that funding is provided.
 10. Evidence must be provided with the grant application that support the works represent good value for money, this should include at least two quotes for proposed works.
 11. Prior to the release of approved grant funding, evidence must be provided to Council that the work has been satisfactorily completed by the end of May in the corresponding financial year, including receipts for payment, and before and after photographs.

Making an Application

All funding requests must be submitted to Council on the 'Local Heritage Fund Application Form', and be authorised by the owner of the subject property.

Application forms are available from Council's main offices during usual business hours or can be downloaded from Council's website: <http://www.campbelltown.nsw.gov.au/Heritage>

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 a 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 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.

Completed application forms and supporting documentation should be mailed to:

City Development
Local Heritage Fund
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

Payment of successful applications

Approved works must be completed and paid for by the applicant prior to claiming grant funding from Council. Copies of receipts of payment and photographs of completed work must be supplied to Council prior to the end of May of that financial year to claim.

Further Assistance

Further information can be sought by contacting Council's Heritage Planner on (02) 4645 4608.