

Cowra Shire Local Heritage Assistance Fund 2021/2022

GUIDELINES



Office of
Environment
& Heritage



Cowra
Council

Prepared by Cowra Shire Council in accordance with the
NSW Heritage Office Local Heritage Fund Guidelines
Template.

Cowra Shire Council
116 Kendal Street
Private Bag 342
Cowra NSW 2794

www.cowracouncil.com.au

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1. Background

The Cowra Shire Local Heritage Assistance Fund has been established by Cowra Shire Council with assistance from the NSW Heritage Office.

2. Purpose

The purpose of the project is to assist and encourage positive work on places and buildings of heritage significance within the Cowra Shire Local Government Area.

The project funds conservation and maintenance works, Building Code of Australia upgrades (fire, services and access) for ongoing and new uses, and works on heritage items listed in Cowra Local Environmental Plan 2012.

3. Invitation to Apply

Owners and managers of heritage items are invited to apply. It is essential that you complete the application form and provide the necessary information to be considered for the grant. These guidelines have been prepared to assist you. Applications are called for once a year. You cannot apply for funding if you are a State Government Agency, but you may, but you may be involved as a project partner.

4. What projects are eligible?

In order to qualify for funding, the building or site must be within the Cowra Shire Local Government Area. Preference will be given to buildings or sites identified in Schedule 5 of Cowra Local Environmental Plan 2012, however Council will give consideration to buildings or sites that are not listed, but are supported by the Council's Heritage Advisor or other heritage specialist as being of heritage significance.

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

5. What projects are not eligible?

The Cowra Shire Local Heritage Assistance Fund **DOES NOT** cover the following types of work:

- routine maintenance, e.g. lawn mowing, gutter cleaning or carpet cleaning.
- the purchase of a building,
- the relocation of a building,

- new additions or extensions or work that would have a negative impact on the heritage significance of the building,
- floodlighting of heritage buildings,
- purchase of equipment,
- moveable railway heritage items.
- New buildings,
- New commemorative monuments or works,
- Private headstones (unless there is no possibility of descendent support).

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 been completed,
- Buildings / sites are State Government owned.
- Applicant has yet to complete other assisted projects.

6. Type of Funding Available

Grants of \$300.00 to \$1000.00 (but not exceeding 50% of the value of the project) may be made available to eligible projects.

Additional funding may be made available under special circumstances provided that it is justified and does not prevent the Council from funding other projects. Funding is generally made on a dollar for dollar basis and therefore applicants will be required to provide at least 50% or more of the total project cost.

7. Assessment Criteria

The following matters will be taken into consideration by Cowra Shire Council in assessing the priority of your application. Please note that it is not necessary for your project to meet all of the criteria:

- The applicant's ability to demonstrate technical and financial responsibility with regard to the project, and demonstrated ability to complete the project as quickly as possible.
- The degree to which the applicant is contributing financially to the project, and / or their ability to quickly return borrowed heritage funds.

- Projects which clearly complement broader conservation objectives. For example, projects which implement key findings of heritage studies or projects in identified heritage precincts.
- Projects which would encourage the conservation of other heritage items.
- Projects of demonstrated heritage value to the community.
- Projects which are highly visible to the public. For example, the replacement of a verandah to a building in a main street location.
- Projects which have a high public accessibility. For example, 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. For example, historic gardens.
- Projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item.
- Urgent projects to avert a threat to a heritage item.
- Projects with sustainable long term heritage benefits that are for public benefit and enjoyment that show innovation and leadership, where the project partners have the capacity and commitment to undertake the project, and that demonstrate funding equity and cost effectiveness.

8. Agreed Funding Priorities

Priority will be given to projects that are:

- For heritage item(s) in a well maintained heritage streetscape or landscape setting.
- For heritage item(s) with public access and visibility.
- For urgent maintenance works to avert management risks, e.g. Severe deterioration, demolition, or demolition by neglect.
- For items that are part of a heritage group, precinct or character area.
- Fire, service and access upgrades for compliance with the Building Code of Australia.
- For ongoing or adaptive reuse of heritage buildings.

- For items that have not received Council funding support in the last five years.

9. Timing of Projects

Applications open now and close on 26 November 2022.

All works subject to the Cowra Shire Local Heritage Assistance Fund 2021/2022 must be completed by 22 April 2022.

Applications will be called for on a yearly basis.

10. Applying for Funding

To apply for funding for a project from the council's local heritage fund:

- Contact Council's Heritage Advisor to discuss the extent of the proposed work, the eligibility and other details of your project. Appointments can be made by contacting Council's Environmental Services Department on (02)6340 2040.
- 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. This should be clearly documented in a Job Schedule.
- Get at least two quotes for each of the projects tasks.
- Ensure you have relevant plans, sketches and / or colour & material sample. Depending on the size of the project, you may need to include these in your application.
- Provide photographs of the building / site and its setting prior to work commencing. This must include each elevation and detailed photographs of the surrounding area of the site. Keep a set of photographs for your final report. Please note that before and after photographs will be required if your application is successful.
- Complete the application form and keep a copy for your records.

11. Submitting the Application

Before you submit your application for funding, it is recommended that you discuss your project with the Council's Heritage Advisor, Mr David Scobie. Appointments can be made by contacting Council's Environmental Services Department on (02)6340 2040.

Email your completed project application with attached digital images and other information to Council's email address or postal address (see below), but do not do both.

The General Manager
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

council@cowra.nsw.gov.au

12. Processing the Application

Cowra Council will acknowledge receipt of your application within 21 days of the closing date.

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 in early December 2021. Unsuccessful applicants will be notified accordingly.

On your acceptance of this offer, the project can commence. All projects must be completed and all funding claimed by 22 April 2022.

The Cowra Shire Council Local Heritage Assistance Fund 2021/2022 is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, Cowra Council reserves the right to recommend funding for projects that may not fully meet these requirements

13. Further Information

For further information about the Cowra Shire Local Heritage Assistance Fund 2021/2022, please contact Council's Environmental Services Department on (02)6340 2040, or email council@cowra.nsw.gov.au

Some works require the lodgement of a Development Application and Construction Certificate with Council.

This should be obtained (or the exemption from the need for approval confirmed) before the Local Heritage Assistant Fund Application is considered for approval.

If you are unsure, please contact Council's Environmental Services Department on (02)6340 2040.