

Cowra Shire Local Heritage Assistance Fund 2021/2022

STANDARD CONDITIONS

By entering into this funding agreement, you agree to comply with the following conditions:

THE PROJECT FROM START TO FINISH

1. Acceptance of offer

You must accept this funding offer within three weeks, or it will be withdrawn.

2. Permission to commence work

You must provide the following information, if not already provided with your application, before Cowra Shire Council will agree to you starting your project:

- A draft schedule of works.
- Confirmation of who will carry out the works.
- The name of a suitably qualified person who will be responsible for supervising your project.

When Cowra Shire Council has received this information, we will send you a letter confirming that you can commence your project.

3. Project approvals

If necessary, you agree to separately arrange for appropriate works approvals for this project as required by the council's planning and building requirements and the Heritage Act.

4. Project milestone dates

You agree to meet the following project milestone dates. You also acknowledge that Cowra Shire Local Heritage Assistance Fund operates on an annual budget allocation and the council cannot carry forward any unclaimed funds for your project. If you fail to meet the milestone dates set out below, your funding may be reviewed or revoked.

- **Milestone 1:** notify the council when you have commenced your project.
- **Milestone 2:** report progress on your project to the council by 18 February 2021.
- **Milestone 3:** project completion and all funding must be claimed from the council by 22 April 2022.

5. Progress report/s

You must provide a brief verbal or written **progress report/s** on your project as requested by the council.

6. Project compliance certification

When your project is completed, and before the council will pay your funding, the council's heritage officer or heritage advisor (or your heritage specialist) must inspect your project and complete a certification form.

FINANCES

7. Advising changes in the source and/or amount of funding

You must advise the council of any changes to the financial resources and arrangements stated in your application.

8. GST

The council considers the full cost of the project to be the GST-inclusive amount.

9. Claiming your grant funding

You must submit paid invoices for payment. You also agree that unless requested, and the council agrees, all cheques or electronic transfers will be made payable to you or your ABN registered name.

OPERATIONAL ISSUES

10. Revocation of funding

You agree that this financial assistance may be reviewed or revoked at any time under one or more of the following circumstances:

- unsatisfactory work.
- failure to meet time schedules.
- failure to provide progress reports.
- non-disclosure or misleading or false disclosure of information.
- inadequate additional funding being provided from another source.

You also agree that where monies have been advanced, you are obliged to refund those monies within 30 days of receiving the notice of revocation of this funding.

11. Reusable equipment

You agree that funding provided for this project is not to be used for expenditure on reusable equipment without the prior written approval of the council. If approved, resale of such equipment and refund of moneys to the council may be required.

12. Transactions between persons not at arm's length

You must advise the council immediately of any transaction where the applicant and another party, or parties, to any transaction involving expenditure on this project are not dealing with each other at arm's length, for example, if a relative is doing paid work on the project. If the council considers that the expenditure exceeds the amount that would have been incurred if the parties had been dealing with each other at arm's length, the council may disregard the excess in any claim made to it.

13. Acknowledgment of funding

You agree to acknowledge the funding assistance during the project and on completion in any form required and approved by the council.

14. Publicity

The council may publicise your project through its newsletter, website, media releases and liaison with journalists.

15. Copyright – non-exclusive license

For publications or signage projects, you will supply the appropriate permissions (non-exclusive license to the council) to use certain copyright material created as part of this funded project.

[Copyright owners of material such as written material, photographs, music or moving images can assign or license their rights in copyright material. Copyright protects the form in which an idea or information is expressed, not the idea or information itself.]

16. Best practice heritage and project management

You agree that all work must be carried out in a best practice heritage manner and in particular to accord with the publication called How to carry out work on heritage buildings and sites, available from www.environment.nsw.gov.au/heritage/publications

You also agree to administer the project in accordance with best practice management.

17. Engagement of a heritage specialist

If required as part of your project's **special conditions**, you agree to engage a heritage specialist to supervise and provide advice on the heritage aspects of the project. You agree to ensure that the heritage specialist:

- has appropriate qualifications, skills and experience to supervise your project
- will provide appropriate technical advice to ensure that best practice heritage conservation methods are followed as set out in How to carry out work on heritage buildings and sites. This refers to the Australia ICOMOS Burra Charter.
- agrees to prepare and endorse the updated work schedule and costings for this project included in this funding agreement, if needed
- agrees to supervise the project and complete the Project Compliance Certification for the funding payment.

18. Long term protection and heritage listing

You agree, and, if you are not the owner, the owner also agrees:

- to take all reasonable measures to protect in perpetuity the item for which this assistance is granted
- not to undertake any work, including subdivision, on the item, its site and any moveable heritage items (hereafter called 'heritage items') on the site which would adversely affect their heritage significance
- to actively support and not to object to the inclusion of the item in a local or regional environmental plan, or to listing of the heritage item/s on the NSW State Heritage Register under the NSW Heritage Act 1977, or to an order on the item under the Heritage Act 1977.

19. Insurance

You agree to insure and keep insured at all times the item for which this funding is granted, unless the council approves otherwise.

20. Compliance with other regulators

You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.