

**Tweed Shire Council**  
**Local Heritage Assistance Fund Guidelines 2019-20**

July 2019

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## **Executive Summary**

Tweed Shire Council in partnership with the NSW Government through the State Heritage Grants scheme, has established a Local Heritage Assistance Fund grant program to provide monetary assistance to owners of heritage items and properties.

The aim of the program is to encourage positive heritage conservation work in the Tweed Shire by assisting in the conservation of heritage items listed in the Tweed Local Environmental Plan 2014 or items located in Heritage Conservation Areas.

The 2019-2020 program is open for applications from Tuesday 23 July to Friday 23 August 2019. Funded works are to be completed by April 2020.

## **1. BACKGROUND**

### **Aim of the Fund**

The aim of the program is to encourage positive conservation work on heritage items in the Tweed Shire Council area. The program will provide kick-start funding for a number of projects. It is hoped that grant funding will create greater interest and concern for the conservation of heritage items in the Tweed.

### **Funding Available**

Grants of between \$1000 and \$4000 are awarded to successful applicants. The amount awarded will depend on the quality of the application and the anticipated outcomes of the project. There may be cases where the amount offered by Council is less than the amount asked for in the application.

The grants are dollar for dollar; meaning council will match each dollar spent by the applicant up to the maximum grant amount awarded. There may be cases where the applicant wishes to contribute more funds to the project however no additional grant funding will be offered.

### **Eligibility**

Applications will be considered for any project that demonstrates a good heritage conservation outcome.

Examples of suitable projects include:

- External conservation work.
- Maintenance and repair e.g. repairing or replacement in the same material, roof cladding, gutters and drainage, replacing deteriorating timber trims;
- Reinstatement of decorative detail or fenestration where evidence exists to show the original configuration;
- Exterior painting in a suitable heritage colour scheme;
- Reinstatement of original fences;

The following types of projects will not be funded:

- Purchase of a building;
- Relocation of a building;
- New additions or extensions;
- Internal works;
- Replacement of materials with unsympathetic or unsuitable materials;
- Projects requiring development approval, such as house raising;

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 funded projects.

A grant will not be offered if work has started or been completed prior to Council approving an application for funding.

Owners with outstanding council rates are not eligible to receive grant funding.

### **Focus for 2019-20**

Whilst applications will be considered for any project that demonstrates a good heritage conservation outcome, priority will be given to applications for:

On commercial properties:

- Relocation of air conditioning units from front facades and /or windows visible from the street;
- Reinstatement or repair of original frontage materials such as windows, tiles, highlight windows, traditional entryways etc.;
- Works to alleviate water damage, such as guttering, roof or drainage repairs etc.

On residential properties:

- External painting;
- Reinstatement or repair of original feature / materials such as bannisters, windows, doors, stairs;
- Works to alleviate water damage, such as guttering, roof or drainage repairs etc.

## Critical Dates

Date	Description
23 July 2019	Opening date for grant applications
23 August 2019	Closing date for grant applications
20 September 2019	Notification of successful grant applicants
8 October 2019	Successful applicants must meet with Council's Heritage Advisor to finalise and approve colours and materials.
30 November 2019	Projects must have commenced by this date, otherwise Council reserves the right to withdraw the grant funding and offer it to another applicant.
7 February 2020	Applicants are to provide an interim progress update.
15 April 2020	<p>Work must be completed, all invoices paid and final report submitted to Council including claim for payment of grant funding.</p> <p><b>To claim payment the final report must be submitted – this includes copies of receipts of payment for all expenses and high quality photos of the completed work.</b></p>

## Grant Assessment Criteria

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

1. Practical and financial ability to complete the project by **Friday 15 April 2020**.
2. The degree to which the applicant is financially contributing to the project.
3. Projects that clearly complement broader conservation objectives, such as works in Conservation Areas that are highly visible to the public and promote good heritage conservation.
4. Best practice examples of conservation work that would encourage the conservation of other heritage items.
5. Projects that have high public accessibility, e.g. a local museum, church or a private home that is open to the public several times a year.
6. Projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item.
7. Urgent projects to avert threat to a heritage item.

## 2. MAKING AN APPLICATION

### Application Form

An Application Form needs to be filled out and submitted. Information to be provided on the form includes applicant and property details, description of the proposed work and owners consent. Forms are available at Council's Murwillumbah Civic Centre office on Tumbulgum Rd or from Council's website [www.tweed.nsw.gov.au/heritage](http://www.tweed.nsw.gov.au/heritage)

The Application Form must be signed by **ALL** property owners.

### Background Research

If your proposed works involve reinstating missing details, introducing a new colour scheme or using a different material to the existing material then you will need to show reasonable justification for the change and provide written evidence as part of your application.

For example, a proposal to reinstate missing veranda brackets or a balustrade should be accompanied by evidence to show how the reinstated items are based on the original. This can be done through photographic or documentary evidence or through analysis of the fabric of the building by a heritage expert.

### Schedule of Work

Decide in detail what work you want to carry out prior to making the application. The work must be described in a detailed, item-by-item job schedule and attached to your application.

### Quotes

Copies of quotes for the proposed work must be submitted with your application. Quotes must be from licensed professionals who hold a registered Australian Business Number (ABN) and carry all relevant industry insurances. Quotes must be itemised and detail the cost of individual components of the proposed work.

You must provide at least two quotes, however Council does not necessarily require that the lowest quote be accepted.

Where owners intend to carry out the work themselves grant funding may contribute to the purchase of materials but not the labour of the owners. In this instance you must obtain and submit quotes for the purchase of materials only.

### Photographs

Your application must include colour photographs that clearly show the existing condition of the heritage item and its surrounds prior to any works commencing. Photos must be large enough to be clearly printed on A4 paper. Multiple photos should be submitted, showing the setting of the building, each elevation where works are proposed and close ups of the particular areas where the work is to be done. Keep copies of the photographs for your own records.

Please note – successful applicants will be required to provide photographs of the completed work as part of their final report. It is highly recommended you take the before

and after photographs from the same position, angle and time of day so that the completed work can be clearly identified.

### Who to Contact for Further Information

If you have any questions in relation to the type and relevance of work you propose to carry out, or for assistance in making an application, contact Council's Strategic Planning and Urban Design Unit on (02) 6670 2503.

Fill in the application form, include the supporting documentation listed below and submit them to Council at the address below. Keep a copy for your records. Please retain these grant guidelines for your information in the management of the grant work.

### Application Checklist

Applications received by the closing date will be judged on merit against the grant assessment criteria (see page 2).

### APPLICATIONS MUST INCLUDE THE FOLLOWING OR THEY WILL NOT BE ACCEPTED:

- Application Form signed by **all** owners of the property,
- Clear digital or printed (minimum size half A4 page) colour photographs
- Copies of 2 or more quotes (retain originals)
- Detailed schedule of work
- Relevant supporting documentation such as background research
- Acknowledgment of the process and timeframes

## 3. ADDITIONAL INFORMATION

### Successful Applications

Council will process the applications as quickly as possible and inform successful applicants by letter. It is anticipated successful applicants will be notified by early September 2019.

### Unsuccessful Applications

If your application is unsuccessful, you will be notified in writing. You may request that your application be reconsidered for the next grant funding year.

### Payment of Successful Applications

**Work must be complete, fixed in place permanently and be paid for in full by the applicant prior to claiming the grant from Council.**

In order to claim payment, applicants must submit a final report to Council demonstrating the work has been complete. The final report must include:

- Completed Final Report Form
- Copies of paid tax invoices / receipts of payment; and
- Printed or digital colour photographs of completed work.

The Final Report must be submitted to Council by **5pm Friday 15 April 2020**. Claims for payment lodged after this date will not be paid. Council needs the information by this date so that it can meet the requirements of the NSW Government Heritage Grants scheme that part funds the Local Heritage Assistance Fund program.

### **Please Note**

Tweed Shire Council is not able to carry grant funds over from one year to the next. If you are not able to perform or complete the work described in the grant application for any reason please advise Council ASAP so that the money can be offered to someone else.

Projects are to be physically commenced by **30 November 2019**. Please discuss your project with Council's Strategic Planning and Urban Design Unit prior to this date if you think you will have difficulty meeting the commencement date.

### **Public Information**

The Local Heritage Assistance Fund grant application process is open for public scrutiny. Information from applications will be published in Council's Business Paper; including the address of applicants and photographs of their property. Once information is included in the Business Paper it becomes public and may be used by the media or placed on Council's web site.





# TWEED

SHIRE COUNCIL

Customer Service | 1300 292 872 | (02) 6670 2400

[tsc@tweed.nsw.gov.au](mailto:tsc@tweed.nsw.gov.au)  
[www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au)  
Fax: (02) 6670 2429  
PO Box 816  
Murwillumbah NSW 2484