

Tweed Shire Council
Local Heritage Assistance Fund Guidelines 2020-21

July 2020

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Executive Summary

Tweed Shire Council in partnership with the NSW Government's Heritage Grants scheme, has established the Tweed Local Heritage Assistance Fund (LHAF) program to provide financial incentives for small scale conservation, repair or restoration projects to properties that hold heritage value or significance.

The aim of the LHAF is to encourage positive conservation work and best practice management of heritage in the Tweed. The program has been running successfully for six years.

The 2020-2021 program is open for applications from Monday 13 July to Friday 21 August 2020. Projects are to be completed by April 2021.

1. BACKGROUND

Aim of the Fund

The aim of the program is to encourage positive heritage conservation work and best practice management of heritage in the Tweed, through provision of kick-start funding to property owners.

Heritage listing is unfortunately often viewed as a burden on property and many owners say they are unaware of the many and varied available funding opportunities. Local community grant funding is a powerful incentive to encourage owners and managers to become interested, informed and perhaps even passionate about the heritage value of their property.

The Tweed LAHF program has been running for six consecutive years, with positive outcomes achieved every year. Feedback from property owners and neighbours alike confirms that the grants program generates positive feel-good community attitudes and greater interest in valuing heritage throughout the community, as well as tangible and long term on-the-ground heritage conservation outcomes.

Funding Available

Grants will be awarded up to the specified amounts for the project type, as described below. The amount awarded will depend on the quality of the application and the anticipated outcomes of the project. There may be cases where an application is successful however the grant offered is less than the amount requested in the application.

The grants are awarded on a dollar for dollar basis. This means Council will match each dollar spent by the applicant, but only up to the grant amount that is awarded. There may be cases where an applicant chooses to contribute additional funds towards the project, however this should be on the understanding that no additional money will be offered by Council beyond the maximum amount originally awarded.

Eligibility

Applications will be considered for any project that demonstrates a good heritage conservation outcome. Suitable projects include:

- Preparation of Conservation Management Plans for Heritage Items;
- Works to alleviate water damage, such as guttering, roof or drainage repairs etc;
- Maintenance and repair of roof cladding or deteriorating timber trims;
- Reinstatement or repair of original feature / materials such as bannisters, windows, doors, stairs, tiles, traditional entry ways etc or decorative material (where evidence exists to show the original configuration);
- Exterior painting in an approved heritage colour scheme;
- Relocation of air conditioning units from front facades and /or windows visible from the street.

The following types of projects will not be funded:

- Purchase or relocation of a building;
- New additions or extensions;
- Internal works;
- Replacement of materials with unsympathetic or unsuitable materials;
- Projects requiring any type of development approval;

Grants will generally not be awarded where funding is reasonably available from the applicant or 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 already started or has been completed before applications have been submitted.

Unfortunately, owners with outstanding council rates are not eligible to receive a grant.

Focus for 2020-21

Due to the impacts of COVID-19, the LHAF will proceed this year with a tailored program targeted at a lesser number of higher value projects, in an effort to minimise the need for face-to-face meetings and visits to private property. It is anticipated the regular funding program will re-commence next year.

Applications will be considered for any suitable projects that demonstrate a good heritage conservation outcome, however priority this year will be given to applications seeking funding to prepare a comprehensive Conservation Management Plan for a property listed as a Heritage Item under Schedule 5 of the Tweed Local Environmental Plan 2014.

There are many significant heritage properties in the Tweed that are in need of an holistic and planned approach to heritage conservation, and an important first step in achieving this is to prepare a comprehensive management plan to guide future restoration and management. The focus of this year's program hopes to encourage those owners to apply and undertake this important planning step.

There is no maximum funding amount this year, and grants will be awarded based on the significance and value of the expected the heritage outcomes of the project.

Critical Dates

Date	Description
13 July 2020	Opening date for grant applications
21 August 2020	Closing date for grant applications
4 September 2020	Notification of successful grant applicants
14-18 September 2020	Scope of works for CMPs, or final colours and materials (if a works based project) approved by Heritage Advisor.
13 November 2020	Projects must have commenced by this date, otherwise Council reserves the right to withdraw the grant funding and offer it to another applicant.
5 February 2021	Applicants are to provide a progress update.
9 April 2021	<p>Work must be completed, all invoices paid and final report submitted to Council including claim for payment of grant.</p> <p>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.</p>

Grant Assessment Criteria

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 9 April 2021.
2. Projects that clearly demonstrate best practice heritage conservation, achieve Council's broader conservation objectives, and projects that would encourage the conservation of other heritage properties.
3. The degree to which the applicant is financially contributing to the project.
4. Projects that have high public accessibility, e.g. commercial buildings, churches or private property that is open to the public several times a year.
5. Projects where the owner is able to show hardship as a result of having to do specific conservation works to the property.
6. Urgent projects to avoid or mitigate threat or irreversible damage to heritage significance.

2. MAKING AN APPLICATION

Application Form

Interested applicants should complete and submit the appropriate Application Form, which is available at Council's Murwillumbah Office, at www.tweed.nsw.gov.au/heritage or by contacting Council's Strategic Planning Unit on (02) 6670 2503.

The Application Form must be signed by **ALL** property owners. If the property owner is a business or corporation, signatures of the Director or their delegate, on company letterhead are required.

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. This can be done through photographic or documentary evidence or through analysis of the fabric of the building by a heritage expert or Council's Heritage Advisor.

Schedule of Work

Decide in detail what work you want to do before you submit the application. The work must be described in a detailed, item-by-item job schedule. This will form the basis of any grant awarded and departure from the scope of works may affect the amount of funding provided.

Quotes

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, to demonstrate reasonable pricing. However, Council does not 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 only and cannot be used to pay for any labour provided by the owners.

NOTE: Tradespeople **must** be willing to provide a tax receipt for the works completed, proving payment has been made. Grants will not be paid without official proof of purchase.

Photographs

Your application must include 'before' colour photographs that clearly show the existing condition of the property 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 must provide 'after' photographs of the completed work as part of their final report and before any grant money will be paid. **You must to take the 'before' and 'after' photographs from the same location, distance, angle, time of day**

etc so that they are the same photo, but clearly show the new elements and effect on the property of the completed works.

Who to Contact for Further Information

If you have any questions in relation to the type or relevance of the work you are thinking of carrying 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, collect all your supporting documentation using the checklist below, and submit them to strategicplanning@tweed.nsw.gov.au or in hard copy at either the Tweed or Murwillumbah administration offices.

Keep a copy for your records. Please retain these grant guidelines for your information in the management of the grant work.

Application Checklist

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 (contact Strategic Planning & Urban Design Unit to obtain a copy)
- 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 9 April 2020**. 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.

Final Reports and claims for payment that are submitted to Council after the due date lodged will not be paid.

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 2020**. 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
www.tweed.nsw.gov.au
Fax: (02) 6670 2429
PO Box 816
Murwillumbah NSW 2484