

Local Heritage Grants Project Application Form 2021/22

ABOUT THIS FORM

This form is to be completed by all applicants who wish to obtain funding for their project from Council's Local Heritage Fund.

Applications open from Friday 20 August 2021.

HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly
2. Once completed, and including attached images and other information, you can submit this form via email (council@midwestern.nsw.gov.au), OR post to **Mid-Western Regional Council, PO Box 156, Mudgee NSW 2850.**

This application must be completed by all property owners. If the owner of the property is a company, then the director/s or the secretary of the company must sign the application and affix the body corporate stamp, if required, to this form or as an attachment with the appropriate details confirming consent.

1. PROJECT NAME AND ADDRESS

Project name

Address of Project

2. APPLICANT DETAILS (COUNCIL WILL CORRESPOND WITH THIS PERSON)

Name

Postal address

Phone number (daytime)

Mobile phone number

Email address

ABN registered name (if applicable)

ABN number (if applicable)

Are you registered for GST?

Yes

No

3. OWNERSHIP

Owner's name

Owner's signature

4. PROJECT DETAILS

Provide a short summary of what your project will achieve (under 100 words)

What will you do with the Local Heritage Grant funding? (maximum 50 words)

Attach your project scope and itemised costing, and any supporting information as a separate file or files, as Word or Excel documents. Please keep supporting information to a minimum.

Attach digital photos of your project as embedded Word files below. Email or post additional photos.

5. PROJECT FUNDING

Total project cost	How much are you contributing?	How much funding are you requesting? (Dollar for dollar grants from \$1,500 to \$5,000 are being offered)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

6. FUNDING ELIGIBILITY

To be eligible for funding, you must answer 'yes' to **at least one of the following**:

	YES	NO
For a heritage item or an item included in Conservation Areas	<input type="checkbox"/>	<input type="checkbox"/>
Supported by Council's Heritage Advisor as being of heritage significance	<input type="checkbox"/>	<input type="checkbox"/>
An item listed on the State Heritage Register	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>	<input type="checkbox"/>

To be eligible for funding, you must answer 'yes' to **all of the following**:

	YES	NO
I will complete my project and claim my project funding by Friday 22 April 2022	<input type="checkbox"/>	<input type="checkbox"/>
I will provide two quotes for works to be undertaken	<input type="checkbox"/>	<input type="checkbox"/>
I acknowledge that I may need to arrange local Council or Heritage Act approvals for these works, apart from this funding application	<input type="checkbox"/>	<input type="checkbox"/>

7. FUNDING PRIORITIES

DESCRIBE WAYS IN WHICH YOUR PROJECT WILL ACHIEVE ONE OR MORE OF THE FUNDING PRIORITIES SET OUT BELOW.

If your project is for heritage items in a well-maintained heritage streetscape or landscape setting, the funding priorities are:

1. Repair of original heritage features
2. Replacement of inappropriate advertising signs
3. Painting in period colours

If your project is for a heritage item or for heritage items with public access and visibility, the funding priorities are:

1. Repair original features
2. Work to meet Disability Access requirements
3. Painting in period colours

Please type in the funding priority or priorities below, then explain ways in which your project will achieve the priority or priorities.

8. CAPACITY AND COMMITMENT TO UNDERTAKE THE PROJECT

	YES	NO
Do you have the necessary time and project and financial management skills to successfully undertake this project?	<input type="checkbox"/>	<input type="checkbox"/>
Will your project be completed within the funding timeframe and be fully claimable by Friday 22 April 2022?	<input type="checkbox"/>	<input type="checkbox"/>

9. LOCAL COUNCIL CONTACT

	YES	NO
I have discussed my project and the necessity to obtain an approval with Council's Duty Planner before lodging this application.	<input type="checkbox"/>	<input type="checkbox"/>
Name of Council contact		

10. APPLICANT'S DECLARATION

	YES	NO
I confirm that all the information provided in this project application is true and correct to the best of my knowledge.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed all the questions in this project application form	<input type="checkbox"/>	<input type="checkbox"/>
I have attached all requested 'other information' as separate electronic files	<input type="checkbox"/>	<input type="checkbox"/>
Signature (or please insert electronic signature)		
	Date	

DO YOU NEED ASSISTANCE IN COMPLETING THIS FORM OR MORE INFORMATION?

Please contact Council's Duty Planner at council@midwestern.nsw.gov.au or phone 02 6378 2850.

SUBMITTING YOUR APPLICATION

Please refer to the lodgement details at the top of this form.



Conditions applying to local heritage fund projects

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

The project from start to finish

1. PROJECT APPROVALS

If necessary, you agree to separately arrange for appropriate works approvals for this project as required by Mid-Western Regional Council's (Council's) planning and building requirements or the Heritage Act, please check with the Duty Planner or Health and Building Inspector.

2. PROJECT MILESTONE DATES

You agree to meet the following project milestone dates.

You also acknowledge that Council's Local Heritage Fund operates on an annual budget allocation and 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 Council when you have commenced your project.

Milestone 2: project completion and all funding must be claimed from Council by Friday 22 April 2022.

3. PROGRESS REPORT/S

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

4. PROJECT COMPLIANCE CERTIFICATION

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

Finances

5. ADVISING CHANGES IN THE SOURCE AND/OR AMOUNT OF FUNDING

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

6. GST

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

7. CLAIMING YOUR GRANT FUNDING

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

Operational issues

8. 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.

9. 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 Council. If approved, resale of such equipment and refund of moneys to Council may be required.

10. TRANSACTIONS BETWEEN PERSONS NOT AT ARM'S LENGTH

You must advise 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 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, Council may disregard the excess in any claim made to it.

11. ACKNOWLEDGMENT OF FUNDING

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

12. PUBLICITY

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

13. PROJECT SIGNAGE

At the commencement of your project, you agree to erect a temporary sign (to be provided by Council) acknowledging the local heritage funding assistance.

14. COPYRIGHT – NON-EXCLUSIVE LICENSE

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

15. 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.

16. 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.

17. 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.

18. INSURANCE

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

19. 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.