

Local Heritage Fund Guidelines
2022-2023



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Table of Contents

1	Purpose of the Local Heritage Fund	4
2	Types of funding available	4
3	Opening and closing date for applying for grants	4
4	Who can apply for funding	4
5	What projects can be funded by the local heritage fund	4
6	What projects cannot be funded by the local heritage fund	5
7	Agreed funding priorities	5
8	Types of funding available	5
8.1	Background Research	6
8.2	Propose Work	6
8.3	Quotes	6
8.4	Plans and Sketches	6
8.5	Photographs	6
8.6	Application Form	6
9	Submitting your application	6
10	Processing your project application	6
11	Application timeline and checklist	7

Tables

Table 1:	Timeline	7
Table 2:	Checklist	7

1 Purpose of the Local Heritage Fund

The Snowy Monaro Regional Council Local Heritage Fund 2022-2023 has been established with assistance from the NSW Office of Environment & Heritage (OEH), to assist property owners/managers to carry out restoration, maintenance and conservation works to listed heritage properties throughout the region.

2 Types of funding available

The total amount of funding available for the 2022-2023 financial year is \$20,000. Funding is available on a dollar-for-dollar basis to a maximum contribution of \$4,000 to successful applicants. Council may offer only partial funding (still on a dollar-for-dollar basis) to support only part of a project, or where it desires to distribute funds to a greater number of applicants.

Note Where an owner undertakes the work himself, e.g. as an owner builder, funding may only be sought to cover 50% of the cost of materials – not the owner's labour.

Upon issue of a project's compliance certification at the completion of work/s, the fund will pay up to the agreed amount based on actual invoices received. **Note** Invoices for tradespersons and materials must accompany the final claim for payment.

3 Opening and closing date for applying for grants

Applications open on **15 August 2022** and close **4pm** on **16 September 2022**.

Note All Work funded from the Local Heritage Fund 2022-2023 must be completed and final claims including invoices and 'after photos' must be submitted by **21 April 2023**.

4 Who can apply for funding

Funding is available from the Local Heritage Fund 2022-2023 to the owners and managers only of heritage items that are currently listed in the *Cooma-Monaro Local Environmental Plan 2013* (LEP), *Bombala Local Environmental Plan 2012*, and *Snowy River Local Environmental Plan 2013*.

Note Managers seeking funding must have the written approval of the owner.

Funding is not available to a state government agency, but such agency may be involved as a project partner.

5 What projects can be funded by the local heritage fund

Eligible projects are those that contribute to the conservation of items and/or contribute to the streetscape. This may include structural repairs; control of damaging stormwater; the repair, maintenance or reinstatement of missing historic and/or decorative detail to heritage buildings.

Typical projects include the repair or restoration of roof cladding, guttering, verandahs, fascias and bargeboards; replacement of decayed timber-framed windows; re-stumping, re-pointing and repair to brickwork; and repainting previously painted surfaces. For larger projects, funding may be sought for a distinct component only of the project.

Where decorative work/s is proposed, priority will be given to the exterior of items, especially those visible from the public domain. Conservation of significant interiors may be eligible if they

are publicly accessible places or where the items are noted as significant in the heritage citation, or otherwise supported by Council's Heritage Advisor.

Rural structures, including outbuildings, may be eligible for funding if they have important historic or technical significance, or are part of a significant homestead.

6 What projects cannot be funded by the local heritage fund

Funding is not available from the Local Heritage Fund for:

- new buildings, commemorative monuments or works,
- routine maintenance, eg lawn mowing, gutter cleaning, or pest control,
- new carpets, curtains and the like,
- the purchase of heritage buildings,
- the relocation of buildings or works to relocate buildings,
- private headstones, unless there is no possibility of descendent support,
- floodlighting of heritage buildings,
- the purchase of equipment,
- moveable railway heritage items.

Funding is also generally not provided where:

- assistance is reasonably available from another source, or
- substantial assistance has been previously provided, or
- where the applicant has yet to complete other assisted projects, or
- if circumstances change that may compromise the heritage value outcome of the project, ie failure to commence (ie no tradesperson available), or
- the project has already been completed without prior Council agreement.

7 Agreed funding priorities

Priority will be given to projects that address the following:

- The funded component of work can be clearly quantified and the project partners have the capacity and commitment to complete the project within the grant timeframes.
- Projects are for urgent works to arrest decay of significant fabric or reinstate the structural integrity of the item.
- Projects conserve historic building fabric (as opposed to replacement of historic items with new materials).
- Where replacement is necessary, new material will closely follow the original (eg galvanised iron roofing will not be replaced with Colorbond or Zinalume).
- The funded component of work is readily visible to the public (eg replacement of a verandah).
- The conservation work will lead to the long-term survival of unique, distinctive or special aspects of the Region's history.
- Projects that enhance historic streetscapes.
- **Note** Funding for do-it-yourself projects (eg painting, guttering, decking, fencing etc) will be considered for half the cost of material/s only – NOT for labour.

8 Types of funding available

Before you submit your application for funding, you are encouraged to discuss your project with Council's Heritage Officer and arrange for a site inspection by Council's Heritage Advisor if required, on 1300 345 345 or by email heritage@snowymonaro.nsw.gov.au.

8.1.1 Background Research

Your application will be stronger if you demonstrate how the work conserves the heritage significance of the property. To do this you may need to do some research and provide historic photographs. There may be information on your property at the library or the local historical society.

8.1.2 Propose Work

Prepare a detailed item by item schedule or list of project tasks to be completed.

8.1.3 Quotes (Required)

Provide at least **two (2)** quotes for each project task/s from suitably experienced tradespersons, and nominate your preferred one. Claims will be paid on the provision of invoice/s associated with quote.

8.1.4 Plans and Sketches

Ensure you have relevant plans and sketches – depending on the size of the project, you may need to include these in your application.

8.1.5 'Before and After' Photographs (Required)

It is important to take 'before the project' photographs, including at least **one (1)** photograph that shows the building/place in its overall context (eg from the street). 'After the project' photograph/s will also be required upon completion, when making your claim for payment. These photos and any text may be used by Council and/or NSW Office of Environment & Heritage for Heritage promotional use.

8.1.6 Application Form

Complete the application form and keep a copy for your records.

9 Submitting your application

Your completed application form (plus photograph/s, plan/s, sketches, background detail/s and quotes) may be emailed to heritage@snowymonaro.nsw.gov.au, posted to Snowy Monaro Regional Council, PO Box 714, Cooma NSW 2630, or delivered to Council's Cooma, Jindabyne, Berridale or Bombala offices.

10 Processing your project application

Council will acknowledge receipt of applications within seven (7) days of the closing date.

Projects will be assessed and approved by Council's Group Manager Development and Building Certification and Council's Heritage Advisor/Consultant. In assessing your application, the quality and clarity of information provided will be taken into account.

A funding offer and contract will be sent to successful applicants by **7 October 2022**.

Funding offers must be accepted by **28 October 2022**. All projects must be commenced after that date and be completed (and all funding claimed) by **21 April 2023**.

Council will advise unsuccessful applicants by **28 October 2022**.

The Snowy Monaro Regional Council Local Heritage Fund 2022-2023 is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, Council reserves the right to recommend funding for projects that may not fully meet these requirements.

11 Application timeline and checklist

Table 1: Timeline

Timeline
Stage 1 – Applications open 15 August and close on 16 September 2022
Stage 2 – Council acknowledges receipt of your application within seven (7) days of submission
Stage 3 – Council notifies outcome of application by 7 October 2022
Stage 4 – Successful applicants provided with funding offer and contract by 7 October 2022
Stage 5 – Applicant to return signed funding offer and contract to Council by 28 October 2022
Stage 6 – Applicant to notify Council of commencement date with seven (7) days of commencement
Stage 7 – Applicant to submit progress report by 27 January 2023
Stage 8 – All projects must be completed and all funding claimed including ‘after photos’ by 21 April 2023

Table 2: Checklist

Task	Completed
Check that your property is eligible for funding (ie listed in Schedule 5 of the <i>Cooma-Monaro Local Environmental Plan 2013</i> , <i>Bombala Local Environmental Plan 2012</i> , <i>Snowy River Local Environmental Plan 2013</i>)	
Take and include ‘before the project’ photographs in your application (‘after the project’ photographs will be required at completion, when making your claim for payment)	
Provide your bank account and contact details (and ABN if a business) .	
Prepare an itemised schedule of your project tasks .	
Provide at least two (2) quotes for each project task.	
Complete background research (optional) – Prepare a report, where possible include old photographs and/or supporting documentation.	
You are welcome to discuss your project with Council staff Contact Council’s Heritage Advisor on 1300 345 345 or heritage@snowymonaro.nsw.gov.au	