



## **HERITAGE ASSISTANCE FUND**

### **GUIDELINES**

**LOCAL HERITAGE ASSISTANCE FUND FOR  
ORANGE CITY COUNCIL  
2020/2021**

## Background

A local heritage fund has been established by Orange City Council with the aid of a grant from the NSW Heritage Office. There is a total of \$17,000 in the fund, made up of a government grant of \$8,500 and \$8,500 from Orange City Council.

## Aim of the Fund

The aim of the fund is to encourage as much positive work on heritage items in the area as possible. In the past many grant programs were for individual buildings only. This program will provide initial funding to encourage the joint funding of a number of projects. In the process, it is hoped that this will engender greater interest and concern for conservation for all other heritage items within the Council's area.

## Invitations to Apply

Owners of heritage buildings within the Orange City Council area are invited to apply. These guidelines have been prepared to assist in the preparation of applications.

## Eligible Projects

Projects that involve the repair, conservation or re-instatement of missing items on heritage buildings. This includes fences, verandahs and decorative detail.

## Projects not funded

Funding will generally not be provided for the following projects:

- where assistance is reasonably available from another source;
- purchase of a building;
- a new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms);
- relocation of a heritage building or work;
- work on government owned and operated buildings;
- work that has been completed prior to approval of grant application.

## Assessment Criteria

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

- The applicant's ability to demonstrate technical and financial responsibility for the project, and demonstrate ability to complete the project by 1 March 2021.
- The degree to which the applicant is financially contributing to the project;
- Projects which complement and encourage heritage conservation objectives;
- Projects which demonstrate heritage value to the community; ie, buildings appearing on several heritage lists, such as National Estate Register, National Trust Register or Orange Local Environment Plan 2000;
- Projects which are highly visible to the public; eg, the replacement of a verandah to a building in a main street location;
- Projects which have high public accessibility; eg, a local church, museum or private home which is open to the public on occasion;
- Urgent projects to avert the threat to a heritage item.

### **Level of Funding Available**

It is proposed that the maximum level of funding per project will, on average, be \$500 per application. Greater funding may be made if the circumstances warrant. You will be required to provide at least matching finance for the projects. There will clearly be cases where you may, yourself, intend to contribute more to the project.

### **Timing of Projects**

From approval, you will have approximately eight (8) months to complete your project. All projects will need to be completed by 1 March 2021.

### **What You Need to Do**

It is suggested that you set down the work you propose to do and then contact Council's Community Museum and Heritage Manager, Alison Russell, to discuss the eligibility and other details of your project. Council also offers the services of a Heritage Adviser. This service is provided free of charge. The Heritage Adviser and Council's planning staff will be able to assist you in making the application. If the project is quite comprehensive, the Heritage Adviser may suggest you get the services of a conservation architect for the project.

Council's Heritage Adviser is Mr David Scobie. An appointment can be made to meet with the Heritage Adviser by contacting Council's Museum Manager and Heritage Coordinator, Alison Russell, on 6393 8170.

### **Background Research**

It will assist your application if you can demonstrate how the proposed work will enhance the City's heritage. To do this, you may need to do some research; eg, the Council may have information on the building. You may have access to early photographs of the property which would be of significance to your application. The Heritage Adviser may also have some suggestions to follow up.

### **Work to be Carried Out**

You need to decide in detail what work you want to carry out. This should be put down in a clear item-by-item job schedule.

### **Quotations**

Next, as with any work, you need to get quotes, and it is suggested that you get at least two for the work proposed. Put these costs alongside the schedule of works that you have prepared in the application form.

### **Plans and Sketches**

Depending on the size of the job, you may need these to attach to your application for funding.

### Photographs

You will need to take a photograph of the setting of the building, each elevation and close ups of any particular job to be done; this will need to be attached to your application form.

### Application Form

Fill in the application form, keep a copy for your records, staple on the attachments and submit it to:

Orange City Council  
Local Heritage Fund Applications  
PO Box 35  
ORANGE NSW 2800

Submissions must be received by the General Manager no later than 4.00 pm on Friday 3 April 2020.

### Process for Claiming Funds if Grant Approved

If your application for the Heritage Assistance Grant is approved the following process must be followed in order to claim the funds:

- Works to be completed by 1 March 2021;
- Submit a final report outlining the scope of works undertaken;
- Submit photographs of the completed works;
- Submit a copy of the final tax invoice/s from the service provider/s.

Once these items have been received they will be assessed by Council and if compliant the payment for the approved grant amount will be made by EFT to the applicant. Claims must be submitted no later than 20 March 2021.

### Further Information

Should you need to discuss the local heritage assistance fund further, please contact Council's Museum Manager and Heritage Coordinator, Alison Russell, on 6393 8170.