



GUIDELINES FOR THE OPERATION OF THE LOCAL HERITAGE FUND

BACKGROUND

A Local Heritage Fund has been established by Council with the aid of a grant from the NSW Heritage Office. The purpose of the Fund is to provide small grants to assist owners of heritage items with conservation work.

ELIGIBLE PROJECTS

Eligible projects will provide for the conservation of heritage buildings or other items in the Shire through repair, maintenance, or reinstatement of missing elements. The item need not necessarily have been previously heritage-listed by Council, but an assessment of its heritage significance will be made at the time of application.

Examples of suitable projects could include work on the structure of a building, verandahs, roof cladding, fences, decorative detail and painting.

PROJECTS NOT FUNDED

Funding will generally **not** be provided

- where assistance is reasonably available from another source,
- where substantial assistance has been previously provided, or
- where the applicant has yet to complete other assisted projects,
- for the purchase of a building, site or movable item;
- for a new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms);
- for the relocation of a heritage building
- for work on a relocated building;
- for work on a government-owned building used for a government purpose.

ASSESSMENT CRITERIA

The following matters will be taken into account by the Council in assessing the priority of the application. (Please note that it is not necessary for the proposed project to meet all of these criteria.)

- the heritage significance of the item (i.e. its historical, aesthetic, scientific, social or spiritual value)
- the applicant's ability to demonstrate technical and financial responsibility with regard to the project, and the ability to complete it within a specified time;
- the degree to which the applicant is contributing to the project and/or their ability to quickly return borrowed heritage funds;
- projects which would encourage the conservation of other heritage items;
- projects which are highly visible to the public
- projects which have high public accessibility, e.g. a local museum, church or a private home which is open to the public several times a year
- work on items owned or used by community groups
- projects which are in an area which has received little or no funding;
- projects involving aspects of heritage which have received little or no funding
- projects subject to conservation controls where the owner is able to show hardship arising from the need to conserve the item;
- projects where urgent action is necessary to conserve a heritage item.

LEVEL OF FUNDING AVAILABLE

A total of \$10,000 will generally be available each year. Typical grants will be in the \$500 to \$2,000 range. A higher amount may be provided if circumstances warrant it.

Applicants will generally be expected to provide at least a matching contribution. This will normally be financial, but contributions of labour and / or materials may be accepted, provided that the standard of work is not compromised and the Heritage Adviser is satisfied that the value of such contribution as stated in the application is reasonable.

There will clearly be cases where applicants will wish to contribute more.

TIMING OF PROJECTS

From approval, the applicant will have six months to complete the project unless another period is stipulated in the Agreement.

WHAT YOU NEED TO DO

Firstly contact Council's Heritage Adviser

It is suggested that you make a preliminary assessment of the work you propose to do, and then contact the Heritage Adviser to discuss the eligibility of your project and other details. This service is provided free of charge. The adviser will be able to assist you in making an application. If the project is too large the adviser may suggest that you engage a conservation architect for the project.

The Heritage Adviser is Ray Christison (ph 0419 438 609), and/or you can make an appointment by ringing Lee O'Connor or Amanda Glasson at Council's office (6827 1917).

Background Research

It will assist your case if you can demonstrate why the work you propose is appropriate from a heritage point of view. To do this you may need to do some research, e.g. the Coonamble Historical Society or Family History Group may have information on the item. The Heritage Adviser may also have some suggestions to follow up.

Work to be carried out

You then 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.

Plans and Sketches

Depending on the size of the job you may need these to support your application.

Quotes

It is suggested that you get at least two quotes for the work. Put these costs alongside the schedule of work you have prepared.

Photographs

Take photographs of the setting, the item itself, and close-ups to explain the job to be done. Keep the negatives, and a set of photographs for your final report.

Fill in the application form

Fill in the attached simple form, keep a copy for your records, staple on the attachments and submit it to the Council. (You may also have to submit a Development Application and / or apply for a Construction Certificate: check with Council.)