

2014-2015

Forbes Shire Council

Local Heritage Assistance Fund



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GUIDELINES IN RESPECT OF THE LOCAL HERITAGE FUND

BACKGROUND

A local Heritage Fund has been established by *Forbes Shire Council* with the aid of a grant from the *New South Wales Heritage Division*.

AIM OF THE FUND

The aim of the project is to encourage as much positive work on heritage items in the area as possible. This program will provide kick start 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 heritage items within Council's area.

INVITATION TO APPLY

Owners of heritage items in Forbes Shire are invited to apply. It is essential that you prepare the best application possible because of the limited funds. These guidelines have been prepared to assist you.

ELIGIBLE PROJECTS

Projects which involve the repair, maintenance or reinstatement of missing elements on heritage buildings in the nominated area. These include fences, verandahs, roof cladding and decorative detail. Projects include structural work through to final painting.

PROJECTS NOT FUNDED

Funding will generally **not** be provided for the following projects; 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; purchase of a building, site or movable item; a new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms); the relocation of a heritage building or work on a relocated building; work on a government owned building still used for a government purpose.

ASSESSMENT CRITERIA

The following matters will be taken into account by the council in assessing the priority of your application. 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 with regard to the project, and demonstrated ability to complete the projects within 12 months;
- The degree to which the applicant is financially contributing to the project and/or their ability to quickly return borrowed heritage funds;
- Projects which clearly compliment broader conservation objectives eg. projects which implement key findings of heritage studies or projects in designated heritage main street or conservation areas;
- Projects which would encourage the conservation of other heritage items;
- Projects of demonstrated heritage value to the community; commonly the item concerned will appear on many heritage lists; eg the restoration of an important local heritage house;
- Projects which are highly visible to the public, eg. the replacement of a verandah to a building in the main street location;
- Projects which have high public accessibility, eg. a local museum, church or a private home which is open to the public several times a year;



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- Urgent projects to avert a threat to a heritage item.

PRIORITY OF FUNDING

Council will prioritise the provision of funding as follows:

- 1). Items listed as heritage items in the Forbes LEP 2013;
- 2). Items which are not listed as heritage items, but fall within a conservation area; and
- 3). Any other item deemed suitable for receiving Heritage funding.

LEVEL OF FUNDING AVAILABLE

It is proposed that the maximum level of funding per project will be limited to \$1,000. Greater funding may be made if the circumstances warrant it. You will be required to provide at least matching finance for the projects. There will clearly be cases where you may yourself wish to contribute more to the project.

TIMING OF PROJECTS

Projects must be completed by 30 April 2015.

WHAT YOU NEED TO DO

Firstly contact the Heritage Advisor for your area

It is suggested that you set down the work you propose to do and then contact the Heritage Advisor to discuss the eligibility and other details of your project. This service is provided free of charge. The advisor will be able to assist you in making an application. If the project is too large the advisor may suggest you get the services of a conservation architect for the project.

You can make an appointment to see Council's Heritage Advisor by contacting **Forbes Shire Council on 6850 2344**.

Work to be carried out

You will 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.

Quotes

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

Plans and Sketches

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

Photographs

Take a photograph of the setting of the building, each elevation and close-ups of any particular job to be undertaken. 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 take it immediately to the Council.

LOCAL HERITAGE ASSISTANCE FUND
Application for Financial Assistance
(Please refer to guidelines before completing this application)



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Applicant's Details

Name:

Full Postal Address:

Contact Telephone No:

Business Telephone No:

Subject Land

No:

Land:

Suburb:

The Proposal

Proposed Works:

Present Use of Building:

Funds

Estimate cost of Works:

\$

The Amount you are seeking with this Application:

\$

(Note: Maximum normally \$1,000 – amount sought must be matched dollar for dollar by application)

Additional Information Submitted with this Application (tick if applicable)

Quotes for the cost to carry out work

Tradesman qualifications

Plans/sketches of the proposed works

Photographs of existing structure

Sample of finished materials/colours

Historical background of the item

Signature of Applicant

I/We, the undersigned, being the applicant(s) nominated in this application, hereby apply for financial assistance under the Local Heritage Assistance Fund to carry out works described in this application on the land specified in this application.

Signature(s)

Capacity

Date



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Consent of Owner(s) of Land

Name of Owner(s) of Land:

Full Postal Address:

I/We, the undersigned, being the owner(s) nominated above of the land to which this application relates, hereby consent to the making of this application.

Signature(s)	Capacity	Date
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Agreement for Financial Assistance Offered Under Local Heritage Program

Project Number (Council) 2016/

Details of Assistance:

Applicant's Name:

Postal Address:

Project Address:

Project Name:

Amount of Assistance: \$

Type:

Your Contribution: \$

Funding Source:

Purpose of the Assistance:

Special Conditions

Final Date for the completion of the project ____ / ____ / ____



CONDITIONS APPLYING TO ALL PROJECTS

You are the applicant, by entering into this Agreement, agree to comply with the following conditions:

1. Acceptance

You must accept this offer of assistance within six (6) weeks of the date of this offer otherwise it will be withdrawn.

2. Permission to Commence Work

You must provide the following information before permission to commence work will be granted:

- (a). A draft schedule of work;
- (b). Who is to carry out the work;
- (c). A time schedule for the completion of the project;
- (d). Name of a suitably qualified person who will be responsible for supervising the proposed work.

3. Funding from Other Sources

You must immediately advise the council of any changes to financial resources and arrangements connected with the project.

4. Claims

Claims for payment should be supplied in letter form and you should set out clearly what work was carried out, by whom and how much you are claiming. Attach originals of any bills.

5. Progress Reports

You must provide brief progress reports as requested.

6. Revocation

You agree that this financial assistance may be reviewed or revoked at any time under any one or more of the following circumstances:

- (a). Unsatisfactory work;
- (b). Failure to meet time schedule constraints;
- (c). Failure to provide progress reports;
- (d). Non disclosure, misleading or false disclosure of information.

You also agree, in case of revocation, that where moneys have been advanced you are obliged to refund those moneys plus interest equal to the current rate used for local government rate arrears.

7. Taxation and Other Regulations

You agree that it is solely your responsibility to ensure you comply with any taxation liability and or regulations under any Federal or State Legislation.

8. Reusable Equipment

You agree that assistance is not to be used for expenditure on reusable equipment without the prior written approval of the council.

9. Appropriate Conservation Work and Financial Management

You agree that all work must be carried out in a manner consistent with appropriate conservation practice and in accordance with generally accepted sound financial practice.



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10. Long Term Protection

You agree to take all reasonable measures to protect in perpetuity the item for which this assistance is granted.

You the applicant, and owner of the item assisted, agree not to object to the inclusion of the item in a Local Environmental Plan where this is not already the case.

You agree to insure and keep insured at all times the item for which this assistance is granted.

11. Acknowledgement of Assistance

You agree to acknowledge this assistance in any form required and approved by the council. In most cases, Council will request the Forbes Advocate to do an editorial on the work undertaken with the support of the Local Heritage Fund.

ACCEPTANCE

I, the applicant, hereby agree to the above conditions and accept this offer of assistance.

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Signature	Date

To be completed for projects where the applicant is not the owner of the item being conserved.

I, the owner of the item for which tis assistance is granted, also agree to the conditions of this assistance and give permission for work to commence.

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Signature	Date