



**CITY OF VINCENT**  
**HERITAGE ASSISTANCE FUND**  
**INFORMATION SHEET**

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## **1.0 Introduction**

The Heritage Assistance Fund has been introduced as a key component of the City of Vincent Heritage Incentives Program to provide financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City of Vincent's Municipal Heritage Inventory and/or the State Register of Heritage Places.

## **2.0 Key Objectives**

- Promotes best practice conservation planning and physical conservation works associated with places of cultural heritage value within the City of Vincent;
- Encourage a partnership approach between owners of heritage listed places and the City of Vincent;
- Provide financial assistance to owners in the conservation and restoration of places identified as having cultural heritage significance within the City of Vincent; and
- Encourage owners to support the designation/retention of buildings recognised as having cultural heritage significance within the City.

## **3.0 Funding Categories**

Applicants are encouraged to seek funding through one of the two categories listed below:

### **3.1 Documentation**

This category is best suited for those who wish to seek advice, plans and/or specifications that will assist in making decisions about a heritage listed place and to guide future development.

#### **Examples:**

- Conservation/Management Plans
- Heritage Impact Statements
- Archaeological Surveys
- Re-use Options Study
- Structural Engineers Report

### **3.2 Conservation Works**

This category is best suited for those who wish to attract financial assistance for part of the cost associated with the conservation works on a heritage listed place.

#### **Examples:**

- Re-pointing and re-lining
- Fencing repairs and/or reconstruction
- Paint removal
- Re-roofing and guttering for roofs and verandahs
- Chimney repairs
- Removal of render
- Reinstatement of facades

## **4.0 Eligible**

### **4.1 Eligible Applicants**

- Property owners whose place is on the City of Vincent's Municipal Heritage Inventory and/or the State Register of Heritage Places;
- Community group or non-profit groups who have assumed a long term lease or legal agreement for the maintenance of a building listed on the City's Municipal Heritage Inventory and/or the State Register of Heritage Places; and
- Property owners whom have not incurred rates debt with the City of Vincent.

### **4.2 Ineligible Projects**

- Operational Costs;
- Equipment costs that will be used after the project finishes;
- Retrospective funding (i.e. work that has been completed prior to a Heritage Assistance Fund being allocated); and
- New additions or extensions.

## **5.0 Selection Criteria**

- The contribution the proposed work will make to the retention of the heritage listed place;
- The degree to which the project is sympathetic to the character and significance of the heritage listed place;
- The proposal demonstrates a consistency with the accepted conservation principles outlined in the Burra Charta;
- The extent to which the proposal is consistent with the City of Vincent 's Residential Design Guidelines and Heritage Management Policies;
- The urgency of the conservation work;
- Heritage places which have not previously received Heritage Assistance funding; and
- Projects, which have a matching or in-kind contribution from the landowner.

## **6.0 Fund Details**

- The opportunity to submit applications will occur twice a year with applications closing on 30 November 2006 and 31 March 2007.
- At each call for applications the funding available will generally consist of half of any annual funding allocated by the City.
- Eligible projects are entitled to 30% of the total cost up to a maximum of \$3,000.
- Funds are not released until the approved project is completed and proof of the following has been submitted: Certificate of Completion, receipt of bill is paid by owner, photographs of the completed works and work inspected by the City of Vincent Heritage Officers.
- Projects are required to be completed within 12 months of the date of the fund being allocated.
- Following approval being granted by the City of Vincent for the completed project a cheque of the agreed amount and recipient tax invoice will be issued to the property owner.

## **7.0 Application Process**

1. Contact the City's Heritage Officers who will meet with you on site if necessary and advise you in principle whether the conservation work is eligible and to discuss the documentation required for your application.

2. Submit the City of Vincent Funds Assistance Program Application form and the following supporting documentation:
  - A covering letter
  - A project summary including:
    - A detailed project description (including plans and drawings where appropriate);
    - Photographs; and
    - Timeline for completion of the project.
  - Three quotations for the proposed works (category 3.2)/ consultants fee (category 3.1).
3. The City of Vincent will send all applicants an acknowledgement letter with a receipt for the application.
4. The City of Vincent will make a decision on fund allocations and will inform all applicants in writing. Successful applicants will receive a letter containing a set of conditions for the fund assistance offered.
5. Successful applicants return the letter of acceptance agreeing to the conditions for the fund assistance being offered, providing a schedule of works for the conservation project, within 28 days of being notified of eligibility to the Heritage Assistance Fund.

#### ***Commencement of Works***

6. Conservation project works begins according to the approved documentation.

#### ***Upon Completion of Work***

7. Arrange a site inspection with the City's Heritage Officers.
8. Pay for conservation works and present proof of payment to the City, a Certificate of Completion and photographs of the completed works.

You can keep up to date with the heritage incentives program and any other heritage matters at the City of Vincent by visiting our website at <http://www.vincentheritage.com.au>