



CITY OF VINCENT

HERITAGE ASSISTANCE FUND

Information Sheet

1. INTRODUCTION

The Heritage Assistance Fund provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City's Municipal Heritage Inventory and/or the State Register of Heritage Places.

2. KEY OBJECTIVES

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

3. FUNDING CATEGORIES

Funding is available 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 costs 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. ELIGIBILITY

4.1 Eligible Applicants

- 4.1.1 Property owners whose place is on the City's Municipal Heritage Inventory and/or the State Register of Heritage Places;
- 4.1.2 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
- 4.1.3 Property owners whom have not incurred a rates debt with the City.

Note: Proposed works at buildings that are strata-titled will be considered as one project.

4.2 Ineligible Projects

- 4.2.1 Equipment costs that will be used after the project finishes;
- 4.2.2 Retrospective funding (i.e. work that has been completed prior to a Heritage Assistance Fund application being submitted and acknowledged); and
- 4.2.3 New additions or extensions.

5. SELECTION CRITERIA

- 5.1 The proposed work must contribute to the retention of the heritage listed place as well as improve the appearance of the place when viewed from the street;
- 5.2 Works must be sympathetic to the character and significance of the heritage listed place;
- 5.3 Consistency with the accepted conservation principles outlined in the Burra Charter 2013;
- 5.4 The extent to which the proposal is consistent with the City's Residential Design Guidelines and Heritage Management Policies;

- 5.5 The urgency of the conservation work;
- 5.6 Applicant that have not previously received Heritage Assistance Fund will be given preference.

6. FUND DETAILS

- The Heritage Assistance Fund is run twice a year.
- At each round of applications, the funding available will consist of half of any annual funding allocated by the City.
- The City will assess the applications after the closing date of each round
- Eligible projects are entitled up to 50% of the total cost up to a maximum of \$5,000.
- Projects are required to be completed within 12 months of the date of the fund been allocated.

*Please refer to further details on the 'Conditions of Funding' Form

7. APPLICATION PROCESS

Stage 1 – Submission

Submit the Application Form and supporting documentation.

Stage 2 – Site Visit

The City's Heritage Officers will meet with you on site to discuss the detail of the proposed work if necessary.

Stage 3 – Acknowledgement letter

After the site visit, the Heritage Officers will undertake assessment on the application and will send the applicant an **acknowledgement email/letter** to confirm if the conservation works are eligible or not.

Important Note

Whilst the amount of funding is not confirmed at this stage, applicants have an option to commence the works after the receipt of the acknowledgement email/letter.

In this case, the City takes no responsibility for any funding shortfall outside the final approved amount of funding.

If the applicants choose to commence the works prior to the closing date of each round without confirming the final approved amount of funding, the applicants have to complete and return (1) Conditions of Funding and (2) Schedule of Works to the City at this stage. The conservation project works can be started on an agreed commencement date between the applicant and the City according to the approved documentation.

Stage 4 – Assessment and Letter of Offer of Funding

After the closing date of each round, the Heritage Officers reserve the right to make a decision on fund allocations based on the following:

1. The number of applications received in that round;
2. The proposed cost of the projects; and

3. The availability of the funding for that round.

The Heritage Officers will inform all applicants via a **letter of offer of funding** about the approved amount of funding.

Stage 5 – Conditions of Funding and Schedule of Works

Successful applicants complete and return (1) Conditions of Funding and (2) Schedule of Works within 28 days of being notified of eligibility to the Heritage Assistance Fund to confirm the acceptance of the funding.

Stage 6 – Commencement of Works

Once the applicants have submitted (1) Conditions of Funding and (2) Schedule of Works, conservation project works may commence according to the approved documentation.

Stage 7 – Upon Completion of Work

- Applicant submits in writing a request for the reimbursement of funds.
- Present proof of payment to the City, a Certificate of Completion (if any) and photographs of the completed works.
- Arrange a site inspection with the Heritage Officers.
- A cheque/Direct debit of the agreed amount will be sent to the property owner.

8. DISPUTES

The City of Vincent reserves the right to make the final decision in case of any disputes.

FOR FURTHER INFORMATION

If you need any more details regarding the Heritage Assistance Fund or need clarification on anything contained within this document, please do not hesitate to contact the City's Heritage Officers at 9273 6000 or email heritage@vincent.wa.gov.au.