



## CITY OF VINCENT

### HERITAGE ASSISTANCE FUND APPLICATION FORM

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The Heritage Assistance Fund provides financial assistance to people who wish to undertake approved heritage conservation projects on places listed on the City's Municipal Heritage Inventory/State Register of Heritage Places/Heritage Areas. Please refer to the City's Policy No. 7.6.9 – Heritage Assistance Fund.

#### 1. Contact Details

##### Applicant

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

##### Property Owner(s)

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

##### Payment method

☐ Send cheque to (Name of payee) \_\_\_\_\_ (Postal Address) \_\_\_\_\_  
or

☐ Direct Deposit (Name of payee) \_\_\_\_\_ (BSB & Account Number) \_\_\_\_\_

#### 2. Property Details

Property Address: \_\_\_\_\_

Heritage Listing Status:

☐ Municipal Heritage Inventory

☐ State Register of Heritage Places

☐ Heritage Areas

Have you previously received Heritage Assistance Funding for the above property: ☐ Yes ☐ No

### 3. Proposed works

**Please specify how the works will contribute to the conservation of the heritage place:**

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### 4. Total cost of works

Detail of Quotes	Quote 1	Quote 2	Quote 3
	Name of Contractor	Name of Contractor	Name of Contractor
	Total cost of works	Total cost of works	Total cost of works
Preferred Supplier			
Preferred Supplier's total cost of works	*Please provide justification if preferred quote is not the lowest cost		

### 5. Timeframe

**Estimated timeframe to complete the project:**

**Start Date:** \_\_\_\_\_

**Finish Date:** \_\_\_\_\_

### 6. Checklist

- ☐ Three written quotes from contractors attached
- ☐ Detailed project description including photographs, plans, drawings and a timeline for completion of project
- ☐ Planning Approval is required: Yes/No; Building Permit is required: Yes/No  
(Please check with the City of Vincent)

## Conditions of Funding & Schedule of Works

I/we have read and agreed that I/we will abide by the conditions of funding outlined below.

### CONDITONS

1. A schedule of works shall be submitted to the City of Vincent along with this Conditions of Funding Form. The schedule of works is to document the detail of who is carrying out all the works, which have received funding, and the time allocated to complete the works.
2. The property owner must obtain all necessary planning and building licence/approvals required to carry out the works.
3. Work must start within six months of the funding allocation being made and the property owner must notify the Council of the start date.

The assistance funding is allocated and set aside for one year from the date of the receipt of the owner endorsed Conditions of Funding form. If work is not substantially completed within this timeframe the funding may be withdrawn.

4. Funds will only be spent on the project for which they were applied and approved by the City of Vincent.
5. The property owner must immediately advise the City of Vincent of any changes to the schedule of works, financial resources and arrangements connected with the project. Should the proof of expenditure not reflect the monies and works as approved on the Heritage Assistance Fund application form and/or the Schedule of Works the following procedures may apply:
  - Only a proportion of the committed funds will be released to reflect the works actually undertaken;
  - A written agreement between the City and applicant will be prepared to reallocate the outstanding funds to other approved conservation works.
6. The property owner must contact the City of Vincent on completion of the project to organise a site inspection by one of the City's Heritage Officers.
7. The City will **NOT** pay the builder/contractor directly. The applicant is required to pay the builder/contractor directly and provide proof of expenditure of the funds to the City of Vincent. The City will then reimburse the applicant for the approved conservation works. Proof of expenditure must be submitted to the City of Vincent no later than 28 days after the completion of the works and shall include:
  - Invoice made out to the applicant with appropriate details of the specific work carried out, as outlined in the schedule of works;
  - Proof of payment by applicant i.e. a receipt; and
  - Photographs of the completed works.

8. If an extension of the funds period is being sought the property owner will notify the City of Vincent in writing not less than 14 days prior to the original completion date of the project.
9. The City of Vincent reserves the right to use the documentation or conservation works to promote good heritage practice within the City of Vincent.

<b>Applicant's Signature</b>	<b>Property owner(s) Signature</b>
<b>Date:</b>	<b>Date:</b>

Please send your completed application form and attachments to the City of Vincent by email **heritage@vincent.wa.gov.au** or post it to: **Heritage Officer, City of Vincent - PO Box 82, Leederville WA 6902**