



GUIDELINES FOR COOLAMON SHIRE LOCAL HERITAGE FUND

BACKGROUND

A Local Heritage Fund has been established by Coolamon Shire Council with the aid of a grant from the New South Wales Heritage Office.

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 for a number of projects. It is hoped that this will lead to greater interest and concern for conservation for all heritage items within the Coolamon Shire.

INVITATION TO APPLY

Owners of heritage items in the Coolamon Shire are invited to apply. Funds are limited and these guidelines have been prepared to assist you. Heritage items include buildings, industrial sites, archaeological sites, movable items, cemeteries, heritage landscapes and other relics.

ELIGIBLE PROJECTS

Eligible projects involve measures for the protection and preservation of heritage items and sites. Some projects may involve the repair, maintenance or reinstatement of missing items on heritage buildings with the Coolamon Shire (for example fences, verandahs, signage and facades). Other projects may include the care of archives or the presentation and display of artifacts, machinery and artwork.

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, movable item, capital equipment, a new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms) a relocation of a heritage building or work on a relocated building, work on a government owned building still used for 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 these criteria.

- Urgent projects to avert a threat to a heritage item.
- The degree to which the applicant is financially contributing to the project and/or their ability to quickly return borrowed heritage funds.
- The applicant's ability to demonstrate technical and financial responsibility with regard to the project and **their demonstrated ability to complete the project by 31 March 2024.**
- Projects that are highly visible to the public e.g. the replacement of a verandah to a building in a main street location; painting a shopfront in heritage colours.
- Projects which have high public accessibility, such as local museums, churches, private homes which are open to the public, shops, hotels and parks.
- Projects that clearly compliment broader conservation objectives such as projects which implement key finding of heritage studies or projects in designated heritage main street or conservation areas.
- Projects that would encourage the conservation of other heritage items.
- Projects of a type which, to date, have received little or no funding.
- Projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item.

LEVEL OF FUNDING

All funding must be met on a dollar for dollar basis.

A maximum level of funding per project has not been set by Council. However, in order to spread the money across the community Council will be looking to allocate the money to a number of projects. This may mean that Council will approve funding less than the requested dollar for dollar. There will clearly be cases where you may yourself wish to contribute more to the project.

TIMING OF PROJECTS

From approval you will have up to 9 months to complete your project. Failure to achieve this requirement may see Council withdraw the funding.

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 or conservation builder for the project.

Please make an appointment by ringing Coolamon Shire Council on (02) 69301800.

Background Research

When possible demonstrate why the work you propose is appropriate from a heritage point of view. To do this you may need to do some research. The Council, local libraries or historical society may have information of the heritage item. Also you may be able to obtain photographs.

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 itemised schedule. Council requires before photos of the project and also when the project is completed.

Quotes

As with any work, you will need to get quotes and it is suggested that you get at least two (2). Put these costs alongside the schedule of work you have prepared.

Plans and sketches

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

Fill in the application form

Fill in the attached form, keep a copy for your records, staple on the attachments and return the completed form to 55 Cowabbie Street Coolamon or mail to P O Box 101 Coolamon NSW 2701.

COOLAMON LOCAL HERITAGE ASSISTANCE FUND

APPLICATION FOR FINANCIAL ASSISTANCE

Please refer to guidelines before completing this application

APPLICANT

NAME _____
POSTAL ADDRESS _____ _____
_____ Postcode _____
PHONE NUMBER
PRIVATE _____ BUSINESS _____

SUBJECT LAND

No: _____ Street _____
Town _____

THE PROPOSAL

Proposed Works: _____ _____ _____
Present Use of Building: _____ _____ _____

FUNDS

TOTAL COST OF COMPLETED WORKS - \$ _____

Maximum amount of grant requested by applicant \$ _____
(not exceeding 50% of total cost)

(Note: The amount sought must be matched at least dollar for dollar by the applicant).
Council may approve funding less than the dollar for dollar allocation.

ADDITIONAL INFORMATION SUBMITTED WITH THIS APPLICATION

	(Tick Box)
Quotes for the cost to carry out work	<input type="checkbox"/>
Tradesman qualifications (Licence Number must be provided)	<input type="checkbox"/>
Plan/sketches of the proposed works	<input type="checkbox"/>
Photographs of existing heritage item	<input type="checkbox"/>
Samples of finished materials/colours (if a structure)	<input type="checkbox"/>
Historical background of the item	<input type="checkbox"/>

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 the application on the land specified in the application.

Signature _____ Capacity _____ Date _____

CONSENT OF OWNER(S)

Name of Owner(s) of Land/Item: _____

Postal Address _____

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

Signature(s) _____ Date _____

FUND RULES

1. Assistance will be by payment to the applicant at the completion of works, subject to assessment of the Heritage Advisor and the Local Heritage Committee. Receipts for all work undertaken must be provided prior to any reimbursement of costs.
2. Applications for the grant are to be made prior to work being undertaken and payment of any allocated money will be at the completion to the work.
3. Council may allocate less than the dollar for dollar funding requested in the application.
4. The Heritage Advisor is to assess application for assistance, including the inspection of the subject property.
5. The Heritage Committee will consider all applications and determine which projects are to be funded following the priorities previously established for the program.
6. **All work must be completed and acquitted by 31 March 2024 from the approval date.**

Eligibility for Funding:

The item should be a recognised heritage item. Consideration may be given to items not listed on the Local Environmental Plan (LEP) provided they can establish the heritage significance of the work. Preference will be given to those items legally protected in a heritage schedule on the LEP. All owners or lessees should be eligible except the local Council and Government Departments, which have access to other funds.

Applications must only be for appropriate conservation work.