

GUIDELINES

LOCAL HERITAGE GRANTS PROGRAM

Background

The heritage of the City of Canada Bay contributes to the unique character of our local government area. As well as a large number of notable distinctive buildings, parklands and gardens, the area has many attractive streetscapes of period houses. The City of Canada Bay has over 500 listed heritage items and 20 heritage conservation areas. Our heritage gives us a sense of living history and provides a physical link to the work and way of life of earlier generations. It enriches our lives and helps us to understand who we are today.

Council is committed to the conservation of local built heritage and to assist owners Council has established a Local Heritage Grants Program. The Local Heritage Grants Program will provide financial assistance for small heritage conservation projects for privately owned heritage items and contributory buildings within a heritage conservation area.

Aims of the fund

- To encourage work to heritage items that will conserve and enhance the heritage significant aspects of the heritage item.
- To encourage work to contributory buildings in heritage conservation areas to enhance the contribution the building makes to the heritage values of the area.
- To help residents by assisting with the cost of conservation works.
- To engender greater interest and awareness for conservation of heritage places within the City of Canada Bay
- To promote a positive community attitude towards heritage conservation within the City of Canada Bay.

Eligible projects

To be eligible the project must:

- Involve work on a heritage item or a contributory building within a heritage conservation area as identified within the Canada Bay Local Environmental Plan 2013 and Canada Bay Development Control Plan.
- Written minor works approval must have been obtained for the work. (A copy of the minor works approval letter must be included with the application.)
- Applications should be made for work carried out in the year prior to the application, and preferably within four months of the completion of works.
- Works that contribute to presentation of an item to the general public will be given a priority.
- Council will require evidence in the form of paid tax invoices and photographs that the work has been carried out and paid for, and of the final cost of the work.

Timing of projects

Applications can be received until **31 March** unless the money set assist for the grants program has been exhausted, in which case the program will close earlier.

Approval for proposed works

Minor works approval must have been obtained for the proposed works before making an application for a grant from the Local Heritage Grants Program unless there is an exceptional circumstance. A minor works application form can be found on Council's website.

Assessment criteria

In assessing applications, consideration will be given to whether the projects:

- are sympathetic repairs of historic built fabric;
- reinstate previously lost architectural features;
- enhance public amenity and are highly visible to the public;
- are for projects which have high public accessibility, e.g. work to a church;
- have been undertaken by a non-profit organisation, community group or church;
- work has been carried out in accordance with good conservation practice, preferably by tradespersons experienced in conservation work.

Projects not funded

Funding will not be provided for the projects listed below.

- Minor works approval has not been obtained and was required.
- The work undertaken does not enhance the heritage values of the place.
- The work has not been carried out to a high standard e.g. incorrect mortar used, paint has gone onto face brickwork, replacement elements do not match the original, etc.
- Substantial assistance has been previously provided.
- New additions (including new internal fittings such as new kitchens and bathrooms);
- Purchase of tools and plant.
- Work to infill or neutral buildings in a heritage conservation area.
- Works associated with a development application.

Level of funding available

Council approves a budget for the Heritage Assistance Fund for each financial year. Grants to individual properties are generally given on a dollar-for-dollar basis (i.e. the amount provided by the fund must not exceed the amount spent by the owner) with grants limited to:

- for heritage items – up to 50% of amount spent, with the maximum grant being \$3,500; or
- for contributory buildings in heritage conservation areas – up to 50% of amount spent, with the maximum grant being \$2,500.

Funding is discussed by Council's Heritage Coordinator and the Strategic Planning Team who may, at their discretion, decide either to support, to support in part, or to not support, any particular application. For example, if \$1,000 is spent by the owner, the Council may decide to grant any amount between \$0- \$500. If \$3,000 is spent by the owner, the Council may decide to grant any amount between \$0 - \$1,500. "In-kind" contributions by the owner are not considered as part of the cost of the work, although the cost of materials for the work can be considered.

Please note that the total amount of funding available is limited, so Council will not be able to fund all eligible projects.

What you need to do

Plans and Sketches

Depending on the nature of the work you may need to include with your application drawings describing the proposed works.

Photographs

In order for applications to be considered, it is essential that **before and after the works** colour photographs are provided. The photographs must be provided in a pdf or jpg file format.

Fill in the application form

Ensure that the on-line application form has been completely filled out, and all the required documentation is attached to the form.

The on-line application form can be found [here](#)

The applicant is the person arranging and paying for the project. If the applicant is not the owner, the owner's consent must be given to the application.

What happens next?

- A review of the application will be undertaken by Council's Heritage Coordinator. Council's Heritage Coordinator will generally visit sites to view the completed works. Council's Heritage Coordinator may contact the applicant to discuss the application. A recommendation will be made to the Manager Strategic Planning as to whether or not the project should be given a grant and the grant amount recommended.
- The Manager Strategic Planning will approve a grant or not.
- Applicants are notified if successful or not, and the grant amount to be provided.
- An approved grant will be deposited into the bank account nominated by the applicant.
- A report on the years Local Heritage Grants Program is prepared for Canada Bay Council and for Heritage NSW.

All applications and supporting material will be retained by the City of Canada Bay Council and may be used for promotional and other purposes at the discretion of Council.