

GUIDELINES

LOCAL HERITAGE FUND

These Guidelines should be read in conjunction with the Local Heritage Fund Policy DS-DS-004

CONSERVATION MANAGEMENT STRATEGIES

Applicants are advised to discuss the proposed works with the City's Heritage Advisor prior to submitting an application. This service is provided free of charge.

CMS Application

Grant applications are open at the beginning of July, and close at the end of August. The CMS application to the City should include a completed application form and any attachments required. The Heritage Advisor can assist you with the application if required.

The City's assessment process for CMS grant applications

1. Applications are received by the nominated closing date at the end of August of any respective Financial Year;
2. Applications are assessed by the Heritage Advisor to ensure the City and the Heritage Place would benefit from the development of a CMS;
3. A report is prepared by a City Officer presenting all applications received to Council. The report includes the assessment from the Heritage Advisor and makes recommendations for the Council to consider;
4. The Council makes the final decision based on the above report. Each applicant is advised in writing of the outcome;
5. Successful applicants will be required to complete and sign a 'Recipient's Agreement' which details the terms of the funding arrangement.

CMS Process

CMS are prepared by consultants engaged directly by the owner. The preparation of the CMS may take 3-6 months, depending on the relevant heritage information being available, the significance of the place and the level of difficulty.

The occupant must make the place available to the consultant for a full site inspection (internal and external) and assist, wherever possible, with the provision of historical information.

Acquittal Information

Funds will be acquitted upon the City's receipt of the CMS. The applicant will be provided with one hard copy and an electronic copy of the final CMS. Additional copies will be retained by the City and the Local Archives Collection.

CONSERVATION WORKS

Applicants are advised to discuss the proposed works with the City's Heritage Advisor prior to submitting an application. This service is provided free of charge.

Application Guidelines

Applications are accepted from the first week of July and close in the last week of August of any given Financial Year. Applications are considered in a competitive process based on the Selection Criteria in the Local Heritage Fund Policy.

For places of Exceptional or Considerable significance, the proposed works should be consistent with the recommendations of a CMS. Urgent works may be exempt from this requirement, assessed on a case by case basis.

For other places, the proposed works must contribute to the heritage value of the place or precinct as determined by the City and the Heritage Advisor.

Applications that involve reinstating lost features should provide evidence that the proposed reinstatement is appropriate (e.g. reinstating a verandah requires documentary evidence such as photographs, or physical evidence that a verandah previously existed).

The Heritage Advisor is available to assist with the application process. However, if the project is large or complex, you may be required to engage the services of a suitably qualified professional.

Application Documentation

For funding less than \$5,000 in value the following are required:

1. Quotes
Obtain two (2) itemised written quotes for the proposed works.
2. Photographs
Photographs of the setting of the place and the specific areas of work should be provided.
3. Application Form
Complete the application form and submit to the City.

In addition to the above, please provide the following for funding applications over \$5,000:

4. Prioritised Work Schedule
Prioritise the proposed works so that if the City is unable to fund the full project, it is clear which elements are most important from a conservation perspective.
5. Plans, Sketches and Photographs
Provide plans and/or sketches of the proposed works (these will be required for your planning and/or building applications too).

Assessment Process

1. Applications are assessed by the Heritage Advisor to ensure the proposed works are in accordance with the CMS if available and/or the *City's Local Planning Policy 04 Development Guidelines for Heritage Precincts and Places of Heritage Significance* and contribute to the Heritage Place or Precinct.
2. A report is prepared by a City Officer in accordance with the Local Heritage Fund Policy and which includes the assessment of the Heritage Advisor. This report makes recommendations for the Council to consider.
3. The Council makes the final decision based on the above report. The applicant is advised in writing of the outcome.
4. Successful applicants will be required to complete and sign a 'Recipient's Agreement' which details the terms of the funding arrangement.

Acquittal Information

Upon completion of works, the applicant must submit a claim form and relevant invoices to the City. The works will be inspected by the City's Heritage Advisor. Payment may be made directly to the applicant. Payment will be made when the works are completed to the satisfaction of the City.

LHF claim forms will be accepted by the City up until the last week of May in the same Financial Year funding was granted. Late claim forms will not be accepted.

The owner should erect temporary notice in a public place stating that the works were part funded by the City through the Local Heritage Fund. This notice will be provided by the City and should remain for 6 months.

If funds are not acquitted in the same Financial Year, the applicant will be ineligible for any future funding from this funding scheme.

REVIEW OF PROCESS

Should any applicant be aggrieved by the decision of Council, either in regard to the level of funding or any other issue arising from the funding process, they may seek a review of that decision.

Reasons for seeking a review must be forwarded in writing to the City of Kalgoorlie-Boulder's Chief Executive Officer within thirty (30) days of the date of notification of Council's decision, or the date of the issue arising. The submission will be considered by the City and a report will be presented to Council for determination. Applicants will be advised within seven (7) days of the outcome of the decision, which will be final and binding.

GOODS AND SERVICES TAX (GST)

Applicants that have an Australian Business Number (ABN) and are registered for GST are liable to pay GST on any grant received from the City of Kalgoorlie-Boulder to the Australian Tax Office (ATO). Funding in this situation will receive a “grossed up” amount which includes an additional 10% for GST (eg a grant of \$10,000 will become \$11,000). Grant recipients must provide a tax invoice including GST to the City so that the City can then claim the GST component back to the ATO as an input tax credit. *Applicants should include a GST exclusive budget with their application.*

Applicants that have an ABN and are not registered for GST are not liable to pay GST to the ATO on any grant received from the City. Grant recipients will not receive a “grossed up” amount. *Applicants should include a GST inclusive budget with their application.*

Applicants that do not have an ABN are not liable to pay GST on grant money. Grant recipients will not receive a “grossed up” amount. They should complete a “statement by supplier” form available from the ATO. **If this is not provided, the City of Kalgoorlie-Boulder is required to withhold 48.5% of the grant money which is then payable to the ATO.** *Applicants should submit a GST inclusive budget with their application.*

APPENDIX 1

DEFINITIONS

Burra Charter:	The Australia ICOMOS Charter for Places of Cultural Significance.
Heritage Place:	A place which includes land, buildings and its curtilage included on the City of Kalgoorlie-Boulder Local Heritage Survey.
Heritage Precinct:	Given the same meaning as in Local Planning Policy 04 Development Guidelines for Heritage Precincts and Places of Heritage Significance.
Heritage Significance:	The level of significance assigned to each heritage place on the City of Kalgoorlie-Boulder Local Heritage Survey.
Conservation Management Strategy:	A CMS is an owner's practical guide to the maintenance of a heritage place. Amongst other things, it contains a Building Condition Assessment Report, conservation management and maintenance schedule. Visit the State Heritage Office website for more information.

EXAMPLES OF ELIGIBLE WORKS

- Painting of already painted timber or masonry surfaces. Re-painting of surfaces that were not originally painted will only be considered if this is consistent with the recommendations of the CMS.
- Repair and replacement of roofing materials and roof plumbing.
- Repairs to damp proof courses.
- Damp remediation.
- Masonry work.
- Carpentry work.
- Any conservation work of the original and significant building fabric.

EXAMPLES OF INELIGIBLE WORKS

- Work that is already completed.
- When substantial funding assistance has been previously provided.
- Other funded projects are not yet complete or acquitted.
- Works on moveable heritage unless integral to the place.
- Purchase of a building, site or moveable item.
- New additions to buildings.
- New internal fittings (e.g. kitchens and bathrooms).
- The relocation of a heritage place or works to a relocated building.
- Projects for government owned buildings where that building is used for government purposes.
- General operational and maintenance works.