



Heritage Conservation Funding Program

Guidelines and Application Form

The Tasmanian Heritage Council on behalf of the Tasmanian Government operates the Heritage Conservation Funding Program with the support of Heritage Tasmania. It assists heritage property owners with urgent and essential conservation works to heritage registered places.

Please ensure you carefully read the following *Questions and Answers for Applicants* before you consider applying for funding.

A complete application form must be lodged be received by hand or mail at the Hobart Office of Heritage Tasmania no later than 5pm on 22 May 2009.

Questions and answers for applicants

What is the Heritage Conservation Funding Program?

The Heritage Conservation Funding Program aims to assist heritage property owners. It provides a financial incentive to owners in conserving their important heritage registered places.

The Heritage Council operates the Funding Program on behalf of the Tasmanian Government. In making its decisions, the Heritage Council aims to maximise available funds to the greatest number of eligible applicants to undertake urgent and essential conservation works.

What places are eligible?

Places **permanently** entered in the Tasmanian Heritage Register are eligible.

Forms for nominating a place to the Tasmanian Heritage Register can be obtained from the website (www.heritage.tas.gov.au) or by contacting Heritage Tasmania directly on 1300 850 332 (local call cost). **We recommend that you contact Heritage Tasmania for advice regarding the registration process, or if you are uncertain of the status of your property.** Applications will not be accepted for places not permanently entered in the Heritage Register.

Who can apply?

The owner of a permanently registered place can apply. Places owned by the Tasmanian or Australian Governments or Government Business Enterprises are not eligible.

What types of works are eligible?

The Program provides financial assistance for physical conservation works that are urgent and essential to conserving the heritage values of the place. Priority is given to places that are at risk because of their current condition, and which require urgent stabilisation or essential maintenance works to prevent further loss of heritage values. See Table 1 for a full list of eligible works.

What does the Heritage Council look for in an Application?

An application should demonstrate that the works are urgent and essential. Funded conservation works will retain and enhance the significance of the place by preventing the major or irreversible loss, or impact on the significance of the place.

Projects should incorporate professional advice in accordance with best practice principles outlined in the Australia ICOMOS Charter for the Conservation of Places of Cultural Significance (The *Burra Charter*).

Applications should clearly document the work proposed. This documentation may include professional reports or assessments, or a Conservation Management Plan. **Incomplete or insufficient applications may not be accepted.**

The works must be urgent and essential as defined by the Heritage Council in Table 1. It is recommended that you carefully read these categories to confirm that your proposed works are urgent and essential, and therefore eligible.

Please note that the defined categories are only applicable to significant heritage parts of the place. These are elements which are important or demonstrate the historic cultural heritage significance of the place, for example, original fabric. Works to non-significant elements, such as modern additions will not be considered.

Heritage Tasmania can provide advice on these matters if required before lodging an application. Heritage Tasmania can also advise you if any works approvals will be required.

What projects are not eligible?

There are always more applications for worthy projects than the Heritage Council has funds available to grant. To ensure the best use of available funds, applications will not be accepted for:

- The preparation of conservation management plans
- Undertaking heritage studies
- Undertaking routine building maintenance or cosmetic work, such as painting
- Works which have been completed
- Works that have already commenced at the time of making the Application for funding
- New building works or additions
- The purchase or relocation of heritage buildings or movable items
- The purchase of equipment

How much can I apply for?

To help ensure that the available funds assist as many property owners as possible for conservation works, there are limits to how much the Heritage Council can allocate for each application.

You can apply for a maximum of up to one-third of the total cost of approved work, to a maximum of \$25,000 per application. The remaining two-thirds are met by the applicant. This can include recognition of both cash and in-kind contributions such as labour and materials. In determining the costs of work, documented evidence is required.

Please note however, that the Heritage Council may decide to offer less than the maximum of one third of the total cost of works to make best use of available funds across the number of applications received.

If the final cost of the works is less than the original estimate provided and approved, the Funding Program grant will be reduced accordingly.

Table 1: General Categories of Eligible Works

<i>Work Area or Type of Place</i>	<i>Indicative Examples of Eligible Works</i>	<i>Indicative Examples on Ineligible Works</i>
Significant Foundations	<ul style="list-style-type: none"> Underpinning and other foundation repairs Repairs to piers, stumps, bearers and floor joists Installation of damp proof coursing, air vents or surface drains Partial replacement of original floor boards where rotten 	Wholesale replacement of flooring
Significant External Walls	<ul style="list-style-type: none"> Structural repairs or stabilisation Patch replacement or partial repairs including: re-pointing; indenting new stones; repairing collapsing masonry; replacement of failed weatherboards; replacement of rotten studs 	<ul style="list-style-type: none"> Application of applied finishes such as painting or rendering Tuck pointing (i.e. the renewal of white lines of lime putty in the mortar joints)
Significant External Joinery	Patch replacement or partial repairs to: windows, fascias, eaves, doors, steps, railings, verandahs, and bargeboards	Total replacement of all windows, fascias, eaves, doors, steps, railings, verandahs, and bargeboards
Significant Roofs	<ul style="list-style-type: none"> Full or partial replacement of cladding, including corrugated iron, tiles, slates, shingles etc, with like materials Full or partial replacement of gutters and flashings 	<ul style="list-style-type: none"> Total roof cladding replacement of corrugated iron, tiles, slates, shingles etc using Colorbond® or long sheets Total replacement of gutters and flashings with inappropriate materials and profiles
Significant Chimneys	<ul style="list-style-type: none"> Repairs to Chimneys Masonry repairs and flashings 	Reconstruction of chimneys
Significant Interiors	Structural stabilisation	<ul style="list-style-type: none"> Repairs to internal linings, joinery, cornices, decorative elements including mantles and staircases Repairs to linings following structural stabilisation of underlying walls
Other Significant Structures, such as Churches and Outbuildings	The same examples of eligible and ineligible works as detailed in this table apply to significant churches and outbuildings	The same examples of eligible and ineligible works as detailed in this table apply to significant churches and outbuildings
Significant Landscaping: Soft	Tree surgery where retention is required and an arborist's report recommends urgent stabilisation	<ul style="list-style-type: none"> Tree surgery for non-significant trees, tree removal, garden reconstruction All other planting, or soft landscape works
Significant Landscaping: Hard	<ul style="list-style-type: none"> Structural repairs or the stabilisation of retaining walls Patch replacement or partial structural repairs for retaining walls including: repointing; indenting new stones; repairing collapsing masonry 	All works to garden walls, boundary walls, fences and gates
Significant Ruins (i.e. partially intact structures no longer usable for their constructed purpose)	<ul style="list-style-type: none"> Vegetation control, drainage Capping, structural stabilisation 	Reconstruction of ruins
Significant Stained and leadlight glass windows	<ul style="list-style-type: none"> Stabilisation of lead cames Patch replacement of stained and leadlight glass 	<ul style="list-style-type: none"> The reconstruction or replacement of missing windows Cleaning and maintenance
Significant Cemeteries & Monuments	The conservation of monuments for individuals or groups that were important in Tasmania's history	<ul style="list-style-type: none"> All other conservation of monuments Routine cemetery maintenance
Significant archaeological deposits which are part of the entry in the Heritage Register	The stabilisation, recording, excavation, or salvage of significant archaeological fabric which is under substantial and substantiated threat from indefensible natural processes	All other archaeological works
Significant movable cultural heritage items historically or physically associated with a place and part of the entry in the Heritage Register	The conservation of those significant aspects of the item/s included in the Heritage Register entry which are at risk, or require urgent conservation to prevent the degradation of that significance	All other works to items of movable cultural heritage

How do I apply? Complete the attached **Application for Funding Form** and return it to by mail or hand to the **Hobart office of Heritage Tasmania**. **Applications must be received by 5pm on 22 May 2009**. **Applications received after this time will be considered ineligible.**

To assist us in assessing your application, please ensure that the form is completed, and that all relevant documents are attached, including the written quotation estimating the total cost of works. A trade breakdown of complex projects should be included to assist with the assessment of your application.

A checklist is included on the form. **Your application may not be accepted, or further information requested, if insufficient information is provided.**

How often can I apply? You may make multiple applications for funding for different works projects where those works are urgent and essential.

How will my Application be assessed? The process for considering applications is competitive. Applications will be judged on merit and by comparing applications in each round. Applications will be prioritised against the degree of urgency to undertake the conservation works.

If successful, how will grants be made available? If successful, the Heritage Council will make an offer by a Grant Deed which will include the terms and conditions of the agreement. Applicants will have 30 days to formally accept the grant offer made by the Heritage Council and return the signed Grant Deed.

Is there a time limit to complete the works? You will have 12 months to complete the approved works. An extension of time for a period of up to and not exceeding a further 12 months may be granted at the discretion of the Heritage Council where it is demonstrated that the works have substantially commenced and further time is required for their completion.

If works have not been completed or substantially commenced within the maximum of 24 months of the Grant Deed, the grant will be null and void. This does not stop you from applying for other works that have not yet commenced.

How do I receive the funding? Funding is not available up front. Once the works have been completed we will inspect them to ensure they are consistent with the Grant Deed. Retrospective payment will then be made.

Are other funding opportunities available? Yes. From time to time, cultural heritage funding opportunities are offered by other Tasmanian and Australian agencies. Heritage Tasmania publicises these funding programs through its website www.heritage.tas.gov.au.

**Who do I
contact for
further
information?**

We recommend that you discuss your project with Heritage Tasmania before making an application.

Phone: 1300 850 332 (local call cost) or
6233 2037 (Hobart) or 6336 5249 (Launceston)

Email: enquiries@heritage.tas.gov.au

In person: 103 Macquarie Street, Hobart or
Level 1, Public Buildings, 53 St John Street, Launceston

Web: www.heritage.tas.gov.au

Please mail correspondence and completed application forms to:
Heritage Tasmania, GPO Box 618, Hobart TAS 7001

Faxed or emailed applications will not be accepted.



Heritage Conservation Funding Program

Application Form

This Application Form seeks basic information from the property owner on the works being proposed. Please check carefully the application deadline, as late applications will not be accepted. Faxed or emailed applications will not be accepted.

Please read the *Guidelines* provided before you complete the form. The application form can only be completed by the legal owner of a permanently registered place, or if in the case of a community group or organisation, by a person authorised to sign on behalf of the organisation.

A complete application form must be lodged be received by hand or mail at the Hobart office of Heritage Tasmania no later than 5pm on 22 May 2009.

Property address

Address		
Town		Postcode

Owner details

Name/s		
Address		
Town		Postcode
Phone number (w)	(m)	(h)
Fax number (w)		(h)
Email		

Owner representative

If not the owner, please state your role or title and relationship with the owner

Name/s		
Relationship to owner		
Address		
Town		Postcode
Phone number (w)	(m)	(h)
Fax number (w)		(h)
Email		

Financial information

TOTAL VALUE OF PROPOSED WORKS \$

Please list below a breakdown of costs for each component of the work.

- 1.
- 2.
- 3.

Amount requested from the Tasmanian Heritage Council \$

To a maximum of one-third of the total value of works, to a limit of \$25,000.

Amount of applicant contribution

Cash \$

In-kind \$

Note: Two-thirds of the total value of works must be provided by the applicant. This may consist of both cash and in-kind contributions such as labour and materials.

Project overview

Please refer to Table 1 to determine if your project is eligible. Provide details of the current problems with the property and the proposed conservation works. Relevant photographs, diagrams, plans or maps should also be attached.

It should be noted that it may not be possible to fully fund all works. Please detail proposed components of work in order of urgency to assist in our assessment of your application.

- 1. _____

- 2. _____

- 3. _____

Summary of outcomes

Please list below the principle outcomes of this project.

- 1. _____

- 2. _____

- 3. _____

Promotional Opportunities

If your application is successful, would you be willing to be involved in promotional opportunities for the *Heritage Conservation Funding Program*?

Yes No

Checklist

Have you read the guidelines?	<input type="checkbox"/>
Have you discussed your proposal with Heritage Tasmania?	<input type="checkbox"/>
Is the application form completed?	<input type="checkbox"/>
Have you attached your written quote and any other relevant report or document?	<input type="checkbox"/>

Your signature

NOTE: This form can only be signed by the property owner or their legal representative.

Signature	Date
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This form and supporting documentation should be posted to:

Heritage Tasmania
GPO Box 618 Hobart TAS 7001

Or delivered to:

103 Macquarie St, Hobart

Faxed or emailed applications will not be accepted.

Privacy Information

Personal information will be collected from you for the purposes of assessing your heritage funding application and will be used by the Tasmanian Heritage Council and Heritage Tasmania for managing, assessing and advising upon this application and may be used for other purposes permitted by the *Historic Cultural Heritage Act 1995*.

You are required to provide this information by the *Historic Cultural Heritage Act 1995*.

Your personal information will be used for the primary purpose for which it is collected and may be disclosed to other public sector bodies, organisations or planning authorities authorised to use it.

Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Heritage Tasmania. You may be charged a fee for this service.