



Heritage Grant Guidelines & Application 2024/2025

The Heritage Grant Fund is open to applications for heritage projects in Goulburn Mulwaree.

The closing date for grant applications is [Monday 29 July 2024](#).

Funding won't be provided if the work has commenced prior to a grant offer being made.

[Please retain these guidelines and submit only the application form.](#)

Background

Goulburn Mulwaree Council has established a Heritage Grant Fund to provide heritage grants to owners of heritage items with the aid of part funding from the NSW Heritage Office.

Aim of the fund

The aim of the project is to encourage as much positive work on heritage items in the Goulburn Mulwaree Council area as possible. The program will provide kick-start funding for a number of projects. It is hoped that grant funding will create greater interest and concern for the conservation of heritage items in Goulburn Mulwaree.

Funding available

Two grants of \$5000 and eight grants of \$2500 are available. The grants are dollar for dollar; that is council will match each dollar spent by the applicant up to the maximum grant amount offered. There will be cases where the applicant wishes to contribute more funds to the project. The larger grant amount is offered to heritage items that have high significance.

Invitation to apply

The 2024/2025 fund is open to heritage items listed in the *Goulburn Mulwaree Local Environmental Plan 2009* or items located in Heritage Conservation Areas.

It is essential that the best application possible be submitted as the funds available are limited and only projects that are most beneficial to heritage conservation will be funded.

Eligible projects

Projects are eligible if they are for external or structural work. Examples of suitable projects include the reinstatement of decorative detail, verandas, the replacement of roof cladding and roof drainage, hand painted signs, structural work and external painting. The recreation of heritage gardens can also be funded under this grant program.

The program does not cover the purchase of a building, the relocation of a building, new additions or extensions, interior work or unsympathetic work.

Assistance will not be given where funding is reasonably available from another source, where substantial government assistance has been previously provided, or where the applicant has yet to complete other grant projects. A grant will not be offered if work has started or been completed prior to Council offering grant funding.

Grant assessment criteria

The Council will take the following matters into account in assessing the priority of your application. Please note that it is not necessary for your project to meet all of these criteria:

- ◆ technical and financial ability to complete the project by Monday 29 April 2024
- ◆ the degree to which the applicant is financially contributing to the project
- ◆ projects that clearly complement broader conservation objectives, e.g. projects which implement key findings of heritage studies or projects in designated heritage main streets or conservation areas
- ◆ projects that would encourage the conservation of other heritage items
- ◆ projects of heritage value to the community; commonly the item concerned will appear on heritage lists: e.g. the restoration of an important local heritage building
- ◆ projects that are highly visible to the public, e.g. the replacement of a verandah to a building in a main street location
- ◆ projects that have high public accessibility, e.g. a local museum, church or a private home that is open to the public several times a year
- ◆ projects that are in an area that has received little or no funding
- ◆ projects involving aspects of heritage that have received little or no funding e.g. historic gardens
- ◆ projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item
- ◆ urgent projects to avert threat to a heritage item

Note: owners with outstanding council rates are ineligible to receive grant funding

Notification of the outcome of applications

Applicants are typically notified of the outcome of their applications in September/October.

Previous grant applications

Preference will be given to applicants who have not received heritage grant funding previously. Applications from previously successful applicants will be considered if funds are available.

Unsuccessful applications

If your application is unsuccessful this year you can request that it be reconsidered in the next grant funding year. Unsuccessful applications will be placed on a reserve list in priority order in case any of the successful applicants do not undertake their grant work.

Timing of projects

Critical dates are;

- The closing date for grant applications is 4.30 pm [Monday 29 July 2024](#)
- Grant work is to be commenced on site by [Monday 3 March 2025](#)
- Work must be completed, and payment claimed by [Monday 26 May 2025](#)

To claim payment of the grant funds the contractor must have been paid. Please provide Council with copies of receipts confirming payment and digital photos of the completed work.

To claim payment by direct deposit, your bank details must be provided by way of a bank deposit slip or the top section of a bank statement. The document must contain the name of the bank, the account name, BSB and account number. Please redact any financial information.

What you need to do

If you have any questions in relation to the type of work you propose to carry out contact Council's Strategic Planning section, on phone 4823 4444.

Council's Heritage Adviser can recommend suitable conservation methods and give other advice, this is a free service provided by Council. Phone Council's Strategic Planning section to make an appointment with the Heritage Adviser.

Background research

It will assist your application if you can show why the work you propose is appropriate from a heritage point of view.

You may need to do some research e.g. obtain information on the building or item and refer to historic photographs. Possible sources of information are the Council's building records, the Library Local History room or History Goulburn (Goulburn District Historical & Genealogy Society). Council's heritage adviser may also have some suggestions to follow up.

Work to be carried out

Describe in detail the work that you want to carry out in an itemised job schedule.

Quotes

[Copies of quotes are to be submitted with your application.](#) It is suggested that you get at least two quotes for the proposed work. Where owners intend to carry out the work themselves Council will part fund the purchase of materials but not the labour of the owners. In this instance obtain quotes for the purchase of materials.

Council does not require that the lowest quote be accepted.

Plans and sketches

Depending on the type or size of the job you may need to attach plans or sketches to your application for funding. Some proposed work might require Council Development Application approval (e.g. the construction of a verandah).

Photographs

Take a photograph of the setting of the building, each relevant elevation and close ups of the particular jobs to be done. [Please include digital colour photographs with your application.](#) Keep copies of the photographs for your own records.

Application form

Fill in the application form, include the attachments and submit them to Council. Keep a copy for your records.

Please retain these [grant guidelines](#) for your information in the management of the grant work.

Submitting applications

Applications received by the closing date will be judged on merit against the grant assessment criteria (see page 2). Please submit;

- The application form signed by **all** owners of the property,
- Digital colour photographs
- Copies of quotes
- Any relevant supporting documentation

Applications can be emailed to council@goulburn.nsw.gov.au

Alternately hard copies can be posted to Goulburn Mulwaree Council. Locked Bag 22, Goulburn 2580, or be delivered to the customer service counter at the Civic Centre, Bourke Street, Goulburn.

Notification of the outcome of applications

Council's heritage adviser assesses the applications and a report is put to Council to determine which applications are offered funding and which are placed on a prioritised reserve list. Following resolution by Council applicants are informed by letter of the outcome. Applicants are advised of the outcome in September/October.

Payment of successful applications

Work must be complete, fixed in place permanently and be paid for in full by the applicant prior to claiming payment of the grant from Council.

To claim payment, the contractor(s) must have been paid. Please provide Council with copies of receipts confirming payment and digital photos of the completed work prior to 4:30 pm Monday 26 May 2025. Claims for payment lodged after this date will not be paid.

Council requires the information by [Monday 26 May 2025](#) so that it can report to the NSW Heritage Office, prior to the end of the financial year.

Please note

Council can't carry grant funds over from one year to the next. If you are not able to do the work described in the grant application for any reason please advise Council ASAP so that the money can be offered to someone else. [Projects are to be commenced by Monday 3 March 2025 otherwise Council reserves the right to withdraw the grant funding and offer it to another applicant.](#)

Information from heritage grant applications is open to the public

The heritage grant application process is open for public scrutiny. Information from applications is included in Council's Business Paper; this will include the address of applicants. Once information is included in the Business Paper it becomes public and may be used by the media or placed on Council's web site.



HERITAGE GRANT APPLICATION 2024/2025

Goulburn Mulwaree Council

PLEASE REFER TO THE GUIDELINES BEFORE COMPLETING THIS APPLICATION

APPLICANT DETAILS

NAME:

POSTAL ADDRESS:

PHONE NUMBER(S):

EMAIL:

PROPERTY CONTAINING HERITAGE ITEM

Please include name of building if any.

ADDRESS:

THE PROPOSAL

PROPOSED WORKS:

PRESENT USE OF BUILDING:

COST

ESTIMATED COST OF THE WORK:

NOTE: GRANT AMOUNTS OF \$5000 or \$2500 ARE AVAILABLE TO EACH SUCCESSFUL APPLICANT, SEE GUIDELINES FOR FURTHER INFORMATION. THE GRANT AMOUNT IS TO BE MATCHED DOLLAR FOR DOLLAR BY THE APPLICANT.

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ADDITIONAL INFORMATION SUBMITTED WITH THIS APPLICATION

Items shown with an asterisk * are mandatory. Applications without this information cannot be processed.

TICK THE APPROPRIATE BOXES – SEE GUIDELINES FOR FURTHER DETAILS

- * **Quotes for the cost to carry out the work (preferably minimum 2 quotes).**
- * **Digital photographs of the existing structure.**
- Plans / Details / Sketches of the proposed work (if relevant).**
- Samples of finished materials and paint colours. These must be agreed with Council prior to start of work.**

APPLICANT(S) SIGNATURE

I/we, the undersigned, being the applicant(s) nominated in this application, hereby apply for financial assistance under the Local Heritage Grant Fund to carry out works described in this application on the land specified in this application.

.....
NAME SIGNATURE CAPACITY (e.g. owner or tenant) DATE

.....
NAME SIGNATURE CAPACITY DATE

CONSENT OF OWNER(S) OF THE LAND

Note: Only required if the applicant is not the owner.

OWNER(S) DETAILS:

POSTAL ADDRESS:

.....
NAME SIGNATURE CAPACITY DATE

.....
NAME SIGNATURE CAPACITY DATE

Note: The signature of **all** owners is required.

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