

## GUIDELINES FOR THE WOLLONGONG HERITAGE FUND

**AIM:** To encourage conservation work in heritage places in the Wollongong Local Government Area and retain cultural significance through the provision of financial assistance.

**ADMINISTERED BY:** City Strategy Division

### 1 ELIGIBILITY

All applications must be for conservation works or conservation reports for heritage items listed on Schedule 5 of a current or draft Local Environment Plan.

Where a project requires development consent or approval prior to the commencement of works, the consent/approval must be obtained for the project to be eligible for funding under this program. For most projects a Heritage Exemption under Clause 5.10(3) of the Wollongong Local Environmental Plan 2009 will be required.

Only those projects able to be completed by 31 May in the financial year for which the grant is offered will be considered.

Examples of eligible projects:

- Repair, maintenance or reinstatement of missing items on heritage places;
- Preparation of Conservation Management Plans or technical reports which will lead to conservation work.

### 2 PROJECTS NOT FUNDED

Funding will generally **not** be provided for the following projects:

- Where assistance is reasonably available from another source, (including, but not limited to, where the works relate to a large strata titled subdivision, or are subject to, or have been the subject of, a recent development approval process that could reasonably be expected to finance the conservation/ maintenance works);
- Where substantial assistance has previously been provided;
- Purchase of a heritage building, site or movable item;
- New additions to a heritage building (including new internal fittings such as kitchens and bathrooms);
- Relocation of a heritage building;
- Work on government-owned buildings or sites (with the exception of grave conservation works to significant graves within cemeteries, and similar scenarios);
- Work which is not conservation work;
- Where acquittal has not been received for a previous Wollongong City Council grant;
- Where the project has already been completed (except where works have been pre-approved by Council's Heritage Officer as urgent, and written confirmation that the project will still be considered for funding is provided).

### 3 ASSESSMENT CRITERIA

An objective scoring system will be applied to the following criteria by the assessment panel in order to rank the priority of applications.

- Does the project provide significant conservation outcomes, and demonstrate good conservation practice?
- Does the project contribute to broader conservation objectives? For example, is the item in a conservation area or part of a group of heritage items and/or is the project likely to encourage conservation of other heritage items?
- Is the item accessible to the public?
- Is the project highly visible from the public domain?
- Is the project urgent to avert a threat to a heritage item? Will not completing the project present additional risk for damage or loss to occur?
- Is the heritage item used as a private residence or by a not-for-profit organisation (i.e. not as a business premises)?
- Will any special or innovative technology be used in carrying out the conservation works?
- Will the project provide employment opportunities and heritage experience for local tradespeople?
- Has the project, or the site of the project, recently received grant funding either from Wollongong City Council or another source?

*Note – It is not necessary for a project to meet all of these criteria.*

#### 4 LEVEL OF FUNDING AVAILABLE

The maximum level of funding per project will be limited to 50% of the total project cost, to a maximum dollar value of \$10,000 (excl GST) funding per project. Where financial assistance is being provided to a body that is registered for GST, Council may pay the grant plus GST, subject to the receipt of a valid Tax Invoice and receipt of payment with the project acquittal.

Financial assistance may be provided for a project in excess of \$10,000 (excl GST) but this **requires Council approval**.

Applicants will be required to provide at least matching finance for all projects. Council reserves the right to offer assistance of less than 50% of the total project cost.

#### 5 TIMING

The project must be completed and claims submitted by 31 May in the financial year for which the grant is allocated. It should be noted that grants are only paid on completion of projects as a reimbursement of demonstrated expenditure.

#### 6 PROCEDURE

- Potential applicants are encouraged to initially contact Council's Heritage Officer Carly Boag to discuss their project, by phoning (02) 4227 7135 or emailing [cboag@wollongong.nsw.gov.au](mailto:cboag@wollongong.nsw.gov.au)
- The 'Application for Heritage Funding' form should be completed and submitted with any supporting documentation by the advertised closing date.
- All applications will be assessed by a sub-committee of the Wollongong Heritage Reference Group, under the guidance of Council's Heritage Staff, in accordance with the criteria set out in this policy.
- Those projects recommended for funding will be submitted to the Divisional Manager for final approval, and all applicants advised of the outcome of their application.
- Details of approved funding will be reported to Council for their information.

## How do I apply?

### 1 CONTACT COUNCILS HERITAGE OFFICER

It is suggested that you form of scope of works you propose to do and then contact Council's Land Use Planning section to discuss the details of your project. If the project is large or complex, it may be suggested that you obtain the services of a conservation specialist or heritage consultant.

Please contact Council's Heritage officer, Carly Boag if you have any questions.

Phone: (02) 4227 7135 or email: [cboag@wollongong.nsw.gov.au](mailto:cboag@wollongong.nsw.gov.au)

### 2 BACKGROUND RESEARCH

Some background research may assist your application if you can demonstrate why the work you propose is appropriate conservation work. You may wish to talk to specialists about the work you propose and ask questions like "is Colorbond an appropriate material to use in this case?", or go to the local library and do some research about the history of your property, search for old photographs etc.

### 3 DETAILS OF THE PROJECT

You then need to decide in detail what work you want to carry out. This should be put down in a clear item by item job schedule or scope of works to be submitted with your application.

### 4 PLANS AND SKETCHES

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

### 5 QUOTES

As with any work, you will need to obtain firm quotes. You should obtain at least **two quotes** for the proposed work. Provide these costs alongside the schedule of work you have prepared with your application.

### 6 PHOTOGRAPHS

Take photographs of the building or place, including close-ups of any particular work to be done. Submit the photographs with your application.

### 7 FILL IN THE APPLICATION FORM

Fill in the 'Application Form' and sign a copy of the form 'Conditions Applying to All Projects' include all of the attachments and deliver or send it to:

Carly Boag  
Heritage Officer  
Wollongong City Council  
Locked Bag 8821  
Wollongong DC NSW 2500

Or email to: [cboag@wollongong.nsw.gov.au](mailto:cboag@wollongong.nsw.gov.au)

**Please ensure you compile all required attachments into a single PDF document if emailing.**

You should keep a copy of all documents for your records.