



LOCAL HERITAGE INCENTIVES GRANT SCHEME

Background

The City of Victor Harbor has a unique character which is highly valued by many residents and visitors to the area. The area has been a popular seaside holiday destination for around 130 years. The many surviving historic buildings in the region make a substantial contribution to its character and to the appeal of the area for tourists and holidaymakers who contribute to the region's economy.

Council is committed to conserving heritage places in Victor Harbor. A Development Plan Amendment (DPA) completed in 2002 resulted in 89 places being included as 'Local Heritage Places' in Council's Development Plan.

To demonstrate this commitment, and assist owners in conserving and maintaining Local Heritage places, Council has created a *Local Heritage Incentives Grant Scheme*.

The Scheme

The *Local Heritage Incentives Grant Scheme* is a monetary fund set aside by Council to provide subsidies for work associated with the conservation of *Local Heritage listed Places*.

Eligibility

In order to be eligible for assistance from the scheme, the following criteria must be satisfied:

- The building/item must be listed as a Local Heritage Place in Council's Development Plan;
- All owners or lessees (as the Applicant) are eligible except for Government Departments or agencies.

To be eligible, work must be conservation work by nature. Conservation means all the processes of looking after a place so as to retain its cultural significance. Eligible conservation work is likely to include maintenance, preservation and restoration or reconstruction of building fabric. Typical processes include damp proofing of masonry, masonry repairs, repainting, paint stripping of masonry, painting of timberwork, re-roofing including gutters and downpipes, reconstruction of elements such as verandahs and balconies or

window shades, replacement of non-original doors and windows with reconstructions based on documentary and physical evidence. Often such work will require the use of traditional techniques and materials. In some circumstances it may be appropriate to fund documentation by conservation specialists to achieve appropriate outcomes.

The Scheme will not cover such things as:

- The purchase of a building or site.
- A new addition to a heritage building (including new internal fittings such as kitchens and bathrooms).
- The relocation of a heritage building.
- Properties that have previously been subsidised in the same financial year (subject to demand on the fund).
- Commercial property cyclical standard maintenance.
- Internal works – unless there is a clear link with conservation works that relate to historic fabric, structural remediation involving historic fabric or conservation of historic details that relates to the heritage value of the place.
- Retrospective funding associated with works that have already been undertaken without the knowledge of relevant Council staff and without prior heritage advice received by Council's Heritage Advisor.

Application Process

Submit an application comprising:

- Completed Application Form.
- Detailed description of the work to be undertaken.
- Site plan identifying the location of the proposed works on the property.
- Detailed drawings including plans, elevations and sections as necessary to clearly define the scope of works.
- A supportive project plan in the event that works are potentially intended to be staged over a number of years and multiple applications.
- Quote(s) of the work intended to be undertaken.
- Photographs of the location of the proposed works.
- Methodology and/or specification notes about the materials and techniques to undertake the proposed work.
- Copy of the Development Approval (if relevant) and any associated conditions issued by Council.

An application for funding can be made and processed by Council between July – December of each financial year.

Procedure

Once an application is lodged, a copy will be forwarded to Council's Heritage Advisor. The Heritage Advisor then contacts the applicant and visits the subject place.

The Heritage Advisor reports to Council's Heritage Advisory Group (or similar Group/Committee responsible) regarding the appropriateness of the proposed work in terms of heritage conservation.

The Group considers the application, taking into account the Heritage Advisor's report and decides whether or not to support the application. The Committee generally meets every second month.

The Group, on behalf of the Council, advises the applicant in writing whether or not the application was successful.

If successful, the applicant implements the work and advises Council when the work is complete and paid for. To apply for payment of the Grant, the applicant needs to advise Council that the work is complete and submit:

- Evidence of payment for all work subject to the grant.
- Photos of the completed works.

On completion, the Heritage Advisor views the work and advises Council if the outcome is satisfactory in terms of heritage considerations and in accordance with the application. The Heritage Advisor does not supervise or superintend the work. It is up to the owner to take this responsibility or to engage a suitably qualified consultant or representative to do so.

If the work has been completed in accordance with the approved terms and conditions of the application and its outcome is satisfactory in terms of heritage considerations, Council releases the Grant payment.

Please Note:

- The application process is competitive and if necessary/appropriate, could possibly favour applications where the property is prominent, visually accessible and/or seen by the general public.
- Due to the limited funds available and desire to distribute the funds equitably, Council's assessment may need to favour applications which are not repeat successful applicants (previous applications will be taken into account).
- Council has the right and discretion (without appeal or recourse) to deny or change a financial amount offered or otherwise, which will not be subject to a dispute or an appeal process.
- The Grant Scheme has a maximum limit each financial year and the availability of funds will be a key factor in deciding applications.

Grant Amounts

Grant amounts will be considered at the rate of 50% of the cost of the works. The maximum subsidy for each application is \$3,000.00.

In-kind contributions will be considered in place of cost for applications proposing to undertake conservation works on heritage listed properties that are used for 'community purposes', that is land used for the provision of social, cultural, recreational or educational facilities for the local community.

The person undertaking the conservation work is to be either qualified as a skilled tradesperson or undertake the works under the supervision of a skilled tradesperson.

'In-kind' means that you did not pay cash for the item or service but that it was essentially donated or loaned for the purposes of the project. 'In-kind' refers to the cash value that the item or service would have cost if you had to pay for it. The in-kind contribution can be in the form of cash, materials, labour or in-kind support (eg equipment).

For the purpose of this process, volunteer hours will be valued at \$20 per hour unless they are for specialised or qualified services which are valued at \$45 per hour.

The applicant should provide detailed information on the number of hours of volunteer labour and cost of other in-kind support. Costs should reflect current market prices and applicants must demonstrate how costs have been calculated.

GST Requirements

The Grant subsidy is only subject to GST if the applicant is registered for the GST.

Grants paid to individuals or organisations registered for GST, are subject to GST. To ensure that you are not disadvantaged by the effects of the GST, Council will increase your grant by the amount of GST, provided that a tax invoice is received prior to receipt of grant funds.

Approval Conditions

Council will apply the following conditions to successful applications:

- The approved works funded through the heritage grant must be undertaken by a qualified and licensed tradesperson(s), where necessary or appropriate.
- Approval of grant funding does not confer any other form of approval, including Development Approval.
- An applicant is required to obtain the requisite Development Approval and/or Council permit prior to commencement of any works.
- Applicants agree to submit 'before' and 'after' photos of the approved works to Council.
- All works must be completed within the financial year when the application was lodged.
- Applicants must obtain receipt of payment from the tradesperson(s) and provide copies of the receipt to Council to enable disbursement of the approved grant amount.

- The selection of a tradesperson(s) is the responsibility of the building owner and/or applicant.
- Quality assurance is the responsibility of the building owner and/or applicant.
- The building owner and/or applicant will have the responsibility for all acts and failures in relation to design, documentation, contract(s) or the work on site.
- The contract for the implementation of the work lies between the building owner and/or applicant and their selected tradesperson(s).
- The building owner and/or applicant are obliged to hold current and appropriate insurance cover. Council will accept no liability in any respect for any claim or damage, of any form which may result from the work.
- Council would appreciate being contacted on completion of the works to positively promote the Scheme via appropriate media channels.

Want to know more?

It is recommended that you seek professional advice or contact the City of Victor Harbor regarding any specific inquiries or further assistance.

Being properly prepared can save you time and money in the long run.

While care has been taken to ensure the accuracy of material contained in this publication, no responsibility will be accepted for any errors or omissions.

Further Information

For further information regarding Council's Local Heritage Incentives Grant Scheme, or to request an Application Form, contact the City of Victor Harbor using the below methods:

In Person: 1 Bay Road, Victor Harbor

Post: PO Box 11, Victor Harbor SA 5211

Phone: 08 8551 0500

Email: localgov@victor.sa.gov.au

www.victor.sa.gov.au/community-information/grants

Other Heritage related Help Guides

- Local Heritage Places
- Heritage Advisory Service