



TOWN OF VINCENT

## HERITAGE ASSISTANCE FUND INFORMATION SHEET

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### 1.0 Introduction

The Heritage Assistance Fund has been introduced as a key component of the Town of Vincent Heritage Incentives Program to provide financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the Town of Vincent's Municipal Heritage Inventory and/or the State Register of Heritage Places.

### 2.0 Key Objectives

- Promotes best practice conservation planning and physical conservation works associated with places of cultural heritage value within the Town of Vincent;
- Encourage a partnership approach between owners of heritage listed places and the Town of Vincent;
- Provide financial assistance to owners in the conservation and restoration of places identified as having cultural heritage significance within the Town of Vincent; and
- Encourage owners to support the designation/retention of buildings recognised as having cultural heritage significance within the Town.

### 3.0 Funding Categories

Applicants are encouraged to seek funding through one of the two categories listed below:

#### 3.1 Documentation

This category is best suited for those who wish to seek advice, plans and/or specifications that will assist in making decisions about a heritage listed place and to guide future development.

##### Examples:

- Conservation/Management Plans
- Heritage Impact Statements
- Archaeological Surveys
- Re-use Options Study
- Structural Engineers Report

#### 3.2 Conservation Works

This category is best suited for those who wish to attract financial assistance for part of the costs associated with the conservation works on a heritage listed place.

##### Examples:

- Re-pointing and re-lining
- Fencing repairs an/or reconstruction
- Paint removal
- Re-roofing and guttering for roofs and verandahs
- Chimney repairs
- Removal of render
- Reinstatement of facades

## **4.0 Eligible**

### **4.1 Eligible Applicants**

- Property owners whose place is on the Town of Vincent's Municipal Heritage Inventory and/or the State Register of Heritage Places;
- Community group or non-profit groups who have assumed a long term lease or legal agreement for the maintenance of a building listed on the Town's Municipal Heritage Inventory and/or the State Register of Heritage Places; and
- Property owners whom have not incurred rates debt with the Town of Vincent.

### **4.2 Ineligible Projects**

- Operational Costs;
- Equipment costs that will be used after the project finishes;
- Retrospective funding (i.e. work that has been completed prior to a Heritage Assistance Fund been allocated); and
- New additions or extensions

## **5.0 Selection Criteria**

- The contribution the proposed work will make to the retention of the heritage listed place;
- The degree to which the project is sympathetic to the character and significance of the heritage listed place;
- The proposal demonstrates a consistency with the accepted conservation principles outlined in the Burra Charta;
- The extent to which the proposal is consistent with the Town of Vincent 's Residential Design Guidelines and Heritage Management Policies;
- The urgency of the conservation work;
- Heritage places which have not previously received Heritage Assistance funding; and
- Projects, which have a matching or in-kind contribution from the landowner.

## **6.0 Fund Details**

- At each call for applications the funding available will generally consist of half of any annual funding allocated by the Town.
- Eligible projects are entitled to 50% of the total cost up to a maximum of \$5, 000.
- Funds are not released until the approved project is completed and proof of the following has been submitted: Certificate of Completion, receipt of bill is paid by owner, photographs of the completed works and work inspected by the Town of Vincent Heritage Officers.
- Projects are required to be completed within 12 months of the date of the fund been allocated.
- Following approval being granted by the Town of Vincent for the completed project a cheque of the agreed amount and recipient tax invoice will be issued to the property owner.

## 7.0 Application Process

1. Contact the Town's Heritage Officers who will meet with you on site if necessary and advise you in principle whether the conservation work is eligible and to discuss the documentation required for your application.
2. Submit the Town of Vincent Funds Assistance Program Application form and the following supporting documentation:
  - **A covering letter**
  - **A project summary including:**
    - **A detailed project description (including plans and drawings where appropriate);**
    - **Photographs; and**
    - **Timeline for completion of the project.**
  - **Three quotations for the proposed works** (category 3.2)/ consultants fee (category 3.1).
3. The Town of Vincent will send all applicants an acknowledgement letter with a receipt for the application.
4. The Town of Vincent will make a decision on fund allocations and will inform all applicants in writing. Successful applicants will receive a letter containing a set of conditions for the fund assistance offered.
5. Successful applicants return the letter of acceptance agreeing to the conditions for the fund assistance being offered, providing a schedule of works for the conservation project, within 28 days of being notified of eligibility to the Heritage Assistance Fund.

### ***Commencement of Works***

6. Conservation project works begins according to the approved documentation.

### ***Upon Completion of Work***

7. Arrange a site inspection with the Town's Heritage Officers.
8. Pay for conservation works and present proof of payment to the Town, a Certificate of Completion and photographs of the completed works.

You can keep up to date with the heritage incentives program and any other heritage matters at the Town of Vincent by visiting our website at <http://www.vincentheritage.com.au>

