

# Heritage Grant Guideline

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This guideline outlines the eligibility, assessment criteria, and application process for the Heritage Grant.

For detailed information and definitions, please read the [Grant Program Overview 2021 – 2022](#).

## OVERVIEW

People from all kinds of backgrounds recognise Hobart as having a particular combination of qualities that make it a special place to live. Our heritage buildings are one of our greatest loves, part of Hobart's identity and character worth protecting.

The City of Hobart's Heritage Grant was established under the provisions of the *National Trust Preservation Fund (Winding-up) Act 1999* and comes from a long term investment fund from the 1960s set up to preserve and restore historic buildings.

## WHAT CAN YOU APPLY FOR?

The Heritage Grant is available to fund future heritage projects with priority given to actual physical conservation works to heritage-listed places.

This includes works that:

- address damp problems, structural failure, subsidence, timber decay or roof deflection
- include urgent stabilisation works
- use traditional techniques and methods, such as lime mortar, timber joinery, reuse and retention of early and original materials.

The works should reflect [Burra Charter Principles and Practices](#), should respect existing fabric and be done by people experienced in the conservation of places of cultural significance.

Funding may also be available for conservation plans to guide conservation work that includes a commitment to physical work.

The plan should set out what is significant about a heritage-listed place, and identify the steps required in order to retain that significance. The [Burra Charter](#) explains these processes.

Funding may also be available for educational and interpretation projects related to heritage-listed places.

These projects should aim to assist in the promotion and appreciation of heritage-listed places. Examples include site interpretation, brochures and educational material.

The Heritage Grant assists owners of heritage-listed properties to prioritise future physical conservation projects that:

- are well documented
- are supported by appropriate professional advice, and
- have detailed costings.

All proposed activities should have relevant statutory approvals or evidence they are being obtained, if required, and must address safety and risk issues including COVID-19 safety planning.

## AVAILABLE FUNDING

The Heritage Grant offers cash support of up to one-third of the total project cost. The maximum value of the grant is \$10 000.

Applicants must contribute at least two-thirds of the total project costs.

Not-for-profit applicants can include in-kind costs as part of their contribution to the total project cost.

## WHO CAN APPLY?

Eligible applicants	Ineligible applicants
<p>Applicants must be owners or leaseholders of heritage-listed places within the City of Hobart local government area.</p> <p>The places must be listed in one of the following:</p> <ul style="list-style-type: none"> <li>• Table E13.1 of the <a href="#">Hobart Interim Planning Scheme 2015</a></li> <li>• Table 1: Places of Cultural Significance of the <a href="#">Sullivans Cove Planning Scheme 1997</a></li> <li>• Tasmanian Heritage Register</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>✓ have not received other funding from the City for the same activity this financial year</li> <li>✓ have fulfilled the conditions of a previous City of Hobart grant by the due date and no overdue debts to the City</li> <li>✓ have no plans to sell the property within the next five years.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Current employees of or staff contractors to the City of Hobart.</li> <li>✗ Elected members and their families.</li> <li>✗ Federal, state and local government agencies and bodies, including registered schools and training organisations.</li> <li>✗ Political parties.</li> <li>✗ Applicants that are insolvent, including bankruptcy or liquidation.</li> <li>✗ Submissions made after the closing time and date of the grant round.</li> </ul>

## WHEN TO APPLY

The Heritage Grant is offered once every two years.

### Applications open

Monday 9 August 2021

### Applications close

5pm on Monday 18 October 2021

### Notification of application outcome

December 2021

### Activity timeframe

Activity starts between

1 February 2022 and 31 January 2023

Activity ends no later than 31 January 2024

## Project planning and permits

Applicants are encouraged to submit a clear timeline for the project.

Additional documentation, including plans, relevant statutory approvals, photographs and drawings and any appropriate professional advice can be attached to your application.

It is the responsibility of the applicant to allow adequate time to obtain quotes.



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## ACTIVITY ELIGIBILITY

Applications for the Heritage Grant will need to demonstrate that the request for support:

- ✓ is of a small scale (e.g. repair and stabilisation of significant heritage fabric)
- ✓ reflects [Burra Charter Principles, Processes and Practices](#) and uses appropriate traditional techniques and methods
- ✓ where there are physical works, engages people experienced in the conservation of places of cultural significance and rectifies problems through conservation or remedial work
- ✓ complies with relevant statutory approvals by providing evidence the approval has been or is being obtained
- ✓ is well documented, has detailed costings and uses sound heritage advice
- ✓ demonstrates that the applicant is contributing at least two-thirds of the total projects costs.

## ACTIVITY INELIGIBILITY

Applications are ineligible if the request for support:

- ✗ is for places located within Heritage Precincts, but not individually listed in Hobart's planning schemes
- ✗ is for heritage-listed places outside of the City of Hobart local government area
- ✗ is for physical works such as new extensions, additions or buildings
- ✗ is for commercial purposes, has the potential to make a significant profit
- ✗ is part of the ongoing administration or operational costs of the applicant.

## FUNDING USE

This grant cannot be used to fund:

- ✗ donations or fundraising activities that support the recurrent operations of the applicant
- ✗ activities that have commenced before applying or are scheduled to commence prior to the eligible activity timeframe
- ✗ contributions towards payment of rates
- ✗ retrospective payments or deficit funding
- ✗ individual pursuits or professional development
- ✗ the purchase of moveable items or equipment that are not used or incorporated into the building project.

## HOW TO APPLY

The first step is to contact the heritage team to discuss your proposal by calling 03 6238 2711 or email [heritage@hobartcity.com.au](mailto:heritage@hobartcity.com.au).

We use the SmartyGrants system to administer the grants program, and all applications can be started at [hobartcity.com.au/grants](http://hobartcity.com.au/grants).

If you are having difficulty submitting your application, please contact the grants officer on 03 6238 2132 or email [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).



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## ASSESSMENT

Assessments for Heritage Grants are undertaken by a panel of City of Hobart officers and external representatives with relative experience in the subject matter. Panel recommendations are reported to the Director City Planning and the Heritage Account Special Committee for final approval.

### APPLICATION ASSESSMENT CRITERIA

Each eligible application will be assessed on its individual merit to demonstrate alignment with all four of the assessment criteria. The assessment criteria and weighting is as follows:

- 1. Demonstrate the value and benefit of the proposed physical conservation work. 25%**
  - Degree of structural stabilisation.
  - Protection of building fabric.
  - Degree of preservation or maintenance of significant building fabric.
  - Avert further damage, deterioration or erosion if the work is not undertaken.
- 2. Demonstrate compliance with Burra Charter principles. 25%**
  - Reflect good Burra Charter principles, practices and guidelines.
  - Appropriateness of the conservation work in relation to the problem.
- 3. Demonstrates that the project is well planned, that suitably skilled people are involved and that the applicant and the project are financially viable. 15%**
  - Demonstrate good project management skills and planning.
  - Demonstrate the receipt of and input of appropriate heritage/conservation skills and advice.
  - Demonstrate good value for money.
  - Provide detailed costings, statutory permits (if required) and landlord consent (if required).
  - Agreement to provide documentation for public display.
- 4. Demonstrate a benefit to the Hobart community. 35%**
  - Demonstrate public benefit and improve the presentation of the place.
  - Have a positive impact on the streetscape.
  - Provide, demonstrate and encourage good heritage practices and enhance the heritage values of the place.
  - Illustrate that the project is significant and relevant to the building.



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## SUCCESSFUL APPLICATIONS

### Agreement

A formal agreement will be sent to successful applicants subject to an inspection of the property.

Inability to comply with the agreement may result in withdrawal of support.

Applicants who do not meet their obligations under a grant agreement, may not be eligible to apply for future grants.

### Payment and GST

Payment information will be provided with the letter of offer. Grants will be paid in full upon completion of the activity.

Grant recipients registered for GST should add GST to the grant amount.

### Activity variations

If there are significant changes to the funded activity, applicants must contact the grants officer to confirm the variation is acceptable.

This includes, but is not limited to, activity start and end dates, venues, fees and charges.

### Acquittal

Upon completion of the activity, successful applicants will be required to acquit their grant, providing evidence of the execution of their activity, expenditure and outcomes.

Grant recipients must submit documentation suitable for the City to include on its website to demonstrate the benefits of the Heritage Grant.

The acquittal form is available on SmartyGrants, and must be completed online within three months of the activity completion date.

Grant recipients who do not satisfactorily acquit their grant, may not be eligible for future funding and may be required to return the funds allocated to their activity.

## UNSUCCESSFUL APPLICATIONS

Unsuccessful applicants are strongly encouraged to arrange a feedback session with the grants officer to discuss the results.

Feedback sessions can offer insight into the reasons behind an unsuccessful result and are valuable for future applications.

## INFORMATION AND ENQUIRIES

### Accessibility

If you can't access the online form or documents for this grant, please contact the grants officer to discuss how it can be adapted to suit your needs.

### Documents

Copies of all City of Hobart documentation referred to throughout this guideline can be found via the hyperlinks contained in this document and on the City of Hobart website.

### Contact Officer

To discuss your proposal or administration and technical matters, please contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).



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