

# Local Heritage Funding

2022/23 Guidelines



**BYRON**  
SHIRE  
COUNCIL

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**BYRON  
SHIRE  
COUNCIL**

Heritage Council  
  
of New South Wales



**Office of  
Environment  
& Heritage**

## Local Heritage Fund 2022/23 Guidelines

Byron Council has established a Local Heritage Fund with assistance from the NSW Office of Environment and Heritage.

The focus for the 2022-23 Local Heritage Places Grants is conservation works that enhance individual places, buildings and historic streetscapes including heritage items or in conservation areas that will in turn promote and foster the community's and visitor's appreciation of the Shire's historical buildings.

For 2022-23 priority will be given to flood impacted towns and villages to assist landowners with the recovery process.

The aim of this project is to encourage positive work on heritage items in the Shire. In the past, many grant programs were for individual buildings only. This program will provide kick-start funding to encourage the joint funding of a number of projects. In the process, it is hoped that this will stimulate greater interest and concern for conservation for all heritage buildings within the Council area.

## General requirements

1. The works must be completed by 30 March 2023.
2. The grant process must be approved prior to any works occurring and funds being released.
3. Release of funds will not occur until before August 2023.
4. The application must be made online using the authorised form. A sample form is provided at Annexure 1.

## Examples of previous funding

In 2021/22 the Local Heritage Fund contributed towards facade repairs and painting to three properties in Mullumbimby, Byron Bay and Bangalow

## Grant application closing date

Applications close **31 August 2022**.

## Who can apply?

Owners and managers of heritage items or items in a conservation area. (See below for definition of heritage items.)

However, you CANNOT apply for funding if you are a state government agency (but may be involved as a project partner).

## Funding availability

Heritage items that are either

## Local Heritage Fund 2022/23 Guidelines

- Listed as a heritage item in the Local Environmental Plan (schedule 5), or
- Included in a conservation area in the Local Environmental Plan (schedule 5), or
- Supported by Council's heritage officer / planner as being of heritage significance.

If you are unsure, please contact Council for advice.

## Priority projects

Projects that are:

- For heritage item/s in a well-maintained heritage streetscape or landscape setting. For a heritage item/s with public access and visibility.
- For urgent maintenance works to avert management risks (for example severe deterioration, demolition, or demolition by neglect).
- Part of a heritage group or precinct.
- Fire service and access upgrade for Building Code Australia compliance for ongoing or adaptive reuse of your heritage items/s.
- Have not received previous council funding support in the last 5 years.

## Projects that will NOT be funded

- New buildings.
- Routine maintenance (for example lawn mowing, gutter cleaning or carpet cleaning).
- Projects where adequate funding is available from the applicant or other sources.
- New commemorative monuments or works Purchase of heritage buildings
- Relocation of buildings or work to relocate buildings
- Private headstones. unless there is no possibility of descendent support for the project
- Flood lighting of heritage buildings Purchase of equipment.
- Movable railway heritage items.

## Common selection criteria for all projects

Funding is targeted to projects with:

- Sustainable long term heritage benefit
- Public benefit and enjoyment.
- Innovation and leadership.
- Funding equity and cost effectiveness.

## Recommended background research

Do some background research on your heritage item and project proposal. It will assist your case if you can properly demonstrate why the work you propose is appropriate from a heritage point of view.

## Local Heritage Fund 2022/23 Guidelines

To do this you may need to do some research, for example the council may have information on the building, or the library or you may be able to obtain photographs. The heritage officer / planner may also have some suggestions to follow up.

- 1) Is it listed under Schedule 5 of the Byron Local Environmental Plan
- 2) State Heritage Inventory Database
- 3) Trove
- 4) Local historical society or museum
- 5) Newspaper archives
- 6) library
- 7) Obtain photographs from people you know.

## Recommended preparation

- 1) Read the application form so you know what information you need and if your project fits the funding offered. A sample form is provided at the end of this guide.
- 2) Prepare a list of project tasks to be completed. This should be put down in a clear item-by-item job schedule.
- 3) Get at least two quotes for all the project tasks to be completed.
- 4) Plans and sketches- depending on the size of the project you may need to include these to show what you intend to do.
- 5) Take before photographs of the setting of the building or item, each elevation, and close ups of any job to be done. Keep or copies for your final report.

## Supporting documentation

- 1) Project scope and itemised costing.
- 2) Photographs.
- 3) Long term plan to manage heritage item/s.
- 4) Documentation to confirm seniors' status/self-funded retiree.
- 5) Owners' approval to submit the grant (where the owner is not the applicant).

## Submitting your application

Go to our website [http://www.byron.nsw.gov.au/heritage\\_grants](http://www.byron.nsw.gov.au/heritage_grants) and complete the online application form.

You can save the form and return to it later. It must be submitted by 5pm on **31 August 2022**.

## Assessment

Projects will be assessed and approved by Council. In assessing the application, the quality and clarity of information will form part of the assessment criteria.

A funding offer and contract will be sent to successful applicants.

Council's funding for this project is limited. If too many applications are received, some may be unsuccessful.

We will advise unsuccessful applicants in writing. Any unsuccessful applicants will be encouraged to apply again in the future.

The Byron Council Local Heritage Places Fund 2022/23 is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, the Byron Shire Council reserves the right to recommend funding for projects that may not fully meet these requirements.

## Project timeline

All projects must be completed, and all funding claims lodged by 30 March 2023.

Any building works seeking grant funding must be completed by an authorised builder prior to any claims and funds being released for the site.

## Council contact

Noreen Scott

Email: [council@byron.nsw.gov.au](mailto:council@byron.nsw.gov.au)

Phone: 02 6626 7000.

Document reference:  
E2022/65211

## Annexure 1 - Sample application form

# Local Heritage Places Fund Application 2022/23



You'll only be able to submit this form if you:

- select 'Yes' in 10. Applicants Declaration: I confirm that all the information provided in this project application is true and correct to the best of my knowledge
- and select 'Yes' in 10. Applicants Declaration: I have completed all questions on this project application
- and select 'Yes' in 10. Applicants Declaration: I have attached all requested summaries and attached other information
- and select 'Yes' in 10. Applicants Declaration: I confirm and acknowledge that final payment will not be released until assessment by Council and Office of Environment and Heritage after July 2023.

## 1. Project Details

**Project Name:** Required

**Project Street Address:** Required

**Project Legal Property Description:** Required

Lot, Section and DP

**Summary of Project** Required

Provide a short summary statement about what you will achieve with your project in 200 characters or less.

Upload supporting documents at Section 9 Attachments - Project scope and itemised costing - Supporting information (please keep to a minimum) - Photographs of property

## 2. Project Funding



**Total project cost** Required

- No more than 2 decimal places

**How much funding are you requesting?** Required

*Maximum \$3,000 (\$-for-\$ grants are on offer)*

- Must be between 0.0 and 3000.0
- No more than 2 decimal places

**How much are you contributing?** Required

- Must be 0.0 or above
- No more than 2 decimal places

### 3. Funding Eligibility

Check eligibility by searching the [State Heritage Inventory Database](https://www.environment.nsw.gov.au/heritageapp/heritagesearch.aspx) <https://www.environment.nsw.gov.au/heritageapp/heritagesearch.aspx>. The list is a database of heritage items in New South Wales which includes: - declared Aboriginal Places - items listed on the State Heritage Register - listed Interim Heritage Orders - items on State Agency Heritage Registers, and, - items listed of local heritage significance on a local council's Local Environmental Plan.

**3a. To be eligible for funding you must answer “Yes” to ONE of the following**

**Is the subject property a heritage item, or an item included in a conservation area in the Byron Council Local Environmental Plan (LEP) (Select 1 option)** Required

- Yes
- No

The information in the field below applies if you selected 'Yes' in 3. *Funding Eligibility: Is the subject property a heritage item, or an item included in a conservation area in the Byron Council Local Environmental Plan (LEP)*

Please provide Item No. Refer to [Schedule 5 of Byron Council Local Environmental Plan](https://www.legislation.nsw.gov.au/#!/view/EPI/2014/297/sch5)  
<https://www.legislation.nsw.gov.au/#!/view/EPI/2014/297/sch5>

Complete this field if you selected 'Yes' in 3. *Funding Eligibility: Is the subject property a heritage item, or an item included in a conservation area in the Byron Council Local Environmental Plan (LEP)*

**Local Environmental Plan Item No.**

**Supported by Byron Council's heritage officer or planner as being of heritage significance (Select 1 option)** Required

- Yes
- No

**An item listed on the State Heritage Register (Select 1 option)** Required

- Yes
- No

**3b. To be eligible for funding you must answer "Yes" to ALL of the following:**

**I will complete and claim my project funding by 30 March 2023 (Select 1 option)** Required

- Yes
- No

**I acknowledge that I may need to arrange approvals for these works from Byron Shire Council and/or Heritage Act approvals (separate to the funding offer) (Select 1 option)** Required

- Yes
- No

**I agree to erect a Council sign at the front of my heritage item/s acknowledging funding assistance received (Select 1 option)** Required

- Yes
- No

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## 4. Funding Priorities

Describe how your project will achieve one or more of the funding priorities:

**4a. For heritage item/s in a well maintained heritage streetscape or heritage landscape setting** Required

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**4b. For a heritage item/s with public access and visibility** Required

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**4c. For urgent maintenance works to avoid management risks** Required e.g. severe deterioration, demolition, or demolition by neglect

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**4d. For part of a heritage group or precinct** Required e.g. town centre heritage group, building terrace group or homestead complex

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**4e. Fire service and access upgrade for Building Code of Australia compliance for ongoing or adaptive reuse of your heritage item/s** Required

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**4f. Have you received Council funding support for this heritage item in the last five years (Select 1 option)** Required

- Yes
- No

## 5. Common selection criteria for all projects

Answer all of the following questions.

### 5a Sustainable long term heritage benefits

Do you have a long term plan in place to manage your heritage item/s ? (Select 1 option) Required

- Yes
- No

The information in the field below applies if you selected 'Yes' in 5. *Common selection criteria for all projects: Do you have a long term plan in place to manage your heritage item/s ?*

If 'Yes' attach a copy of you plan/s in Section 9 Attachments.

**Public Benefit and Enjoyment** Required

Describe how your project will increase opportunities for people to learn about, access and enjoy their heritage in 500 words or less.

**Innovation and Leadership** Required

Describe how your project will lead to a positive change in community attitudes and actions towards heritage in 500 words or less.

### 5b Capacity and commitment to undertake the project

Do you have the necessary time, project, and financial management skills to successfully undertake this project? (Select 1 option) Required

- Yes
- No
- Other

Other - please explain

### 5c Funding Equity and Cost Effectiveness

**Will your project proceed without this funding assistance? (Select 1 option)** Required

- Yes
- No
- Other

**Other - please explain**

**Are you receiving funding or support from other sources? (Select 1 option)** Required

- Yes
- No

Complete this field if you selected 'Yes' in 5. *Common selection criteria for all projects: Are you receiving funding or support from other sources?*

**Name of funding source** Required

**I am applying for a seniors grant and can provide documentation to substantiate my seniors status as a pensioner or self funded retiree (Select 1 option)** Required

- Yes
- No

The information in the field below applies if you selected 'Yes' in 5. *Common selection criteria for all projects: I am applying for a seniors grant and can provide documentation to substantiate my seniors status as a pensioner or self funded retiree*

Upload documentation in Section 9 Attachments.

## 6. Local Council Contact

**I have discussed my project with the Council heritage officer / planner before lodging this application (Select 1 option)**

Required

- Yes
- No

Complete this field if you selected 'Yes' in 6. *Local Council Contact: I have discussed my project with the Council heritage officer / planner before lodging this application*

**Name of Council contact** Required

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## 7. Applicant Details

**Title** Required

**Full Name** Required

**Mailing Address** Required

**Preferred phone number** Required

**Email** Required

**ABN Registered Name**

ABN No.

Are you GST Registered? (Select 1 option)

Yes

No

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## 8. Ownership

**Owners Name** Required You must provide owners permission to lodge the grant application.

**Owners Contact (where relevant)**

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## 9. Attachments

**Section 1 - Project scope and itemised costing** Required



Please attach all files to the end of this form before submitting it.

**Section 1 - Photographs** Required



Please attach all files to the end of this form before submitting it.


**Section 1 - Other supporting information**



Please attach all files to the end of this form before submitting it.


Complete this field if you selected 'Yes' in 5. *Common selection criteria for all projects: Do you have a long term plan in place to manage your heritage item/s ?*

**Section 5A - Long term plan to manage heritage item/s** Required


 Please attach all files to the end of this form before submitting it.

Complete this field if you selected 'Yes' in 5. *Common selection criteria for all projects: I am applying for a seniors grant and can provide documentation to substantiate my seniors status as a pensioner or self funded retiree*

**Section 5E - Documentation to confirm seniors status/self funded retiree** Required

 Please attach all files to the end of this form before submitting it.

**Section 8. Owners approval to submit grant**

 Please attach all files to the end of this form before submitting it.

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## 10. Applicants Declaration

**I confirm that all the information provided in this project application is true and correct to the best of my knowledge (Select 1 option)** Required

- Yes
- No

**I have completed all questions on this project application (Select 1 option)** Required

- Yes
- No

**I have attached all requested summaries and attached other information (Select 1 option)** Required

- Yes
- No



**I confirm and acknowledge that final payment will not be released until assessment by Council and Office of Environment and Heritage after July 2023. (Select 1 option) Required**

Yes

No

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*End of form*

*Don't forget to attach all files before submitting this form*



**BYRON**  
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