



Offices: 102 North Road
Postal Address: PO Box 484, ALBANY WA 6331
Phone: (08) 9841 9333
Fax: (08) 9841 4099
Email: staff@albany.wa.gov.au
Synergy Reference No: NG085938
OCM 15/07/08 Item 12.8.1

Heritage Conservation Incentives Grants Guidelines

Introduction

The City of Albany is pleased to offer small grants to owners to assist and promote the conservation of heritage places in the City, and to foster positive outcomes for these heritage places.

The grants will be an incentive to owners to conserve their properties including associated significant elements and features. This incentive program reflects the importance of Albany's heritage and its contribution to the social and economic welfare of the City. It also acknowledges the cost to owners of conservation and the community interest in conserving privately owned heritage places.

Summary of Grant Program

The main purpose of the grants is to fund, in part or total, minor conservation works and other related projects to privately owned places that are heritage listed. Heritage listing includes those places on the City of Albany's Municipal Heritage Inventory or the State Register of Heritage Places. Grants will be considered on the basis of there being no alternative sources of funding available for the work/project identified from other organizations or agencies.

Work funded under this program will contribute to sustaining and enhancing the heritage significance of the places concerned.

Eligible Projects

Works/projects that would be considered for funding would include, but not be limited to, the following:

- Minor works identified in a conservation plan, particularly that identified as urgent.
- Reinstatement or repair of original external fixed detailing or fabric (see appendix for examples)

- Reinstatement or repair of original internal fixed detailing or fabric (see appendix for examples)
- Paint/painting (including investigative paint scrapes by a professional to determine original colour scheme)
- Roof plumbing
- Interpretive signage (e.g. sign/plaque featuring historic information about the place)
- Replacement trees or other significant plantings
- Urgent remedial work or stabilization of endangered building material because of sudden changes or unforeseen impacts (but not because of neglected maintenance)

Projects or works that would not be considered under this grant program includes the following:

- Installation of fabric or detailing that is not original or authentic to the place
- Preparation of plans or reports (including heritage impact statements, conservation plans, heritage assessments).
- Costs of planning, building applications
- Costs associated with new work (e.g. additions, subdivision)
- Installation of services such as smoke detectors, fire sprinklers and alarm systems
- Matching or seed funding for another grant program
- Termite treatment
- Electrical wiring
- General maintenance
- General landscaping or enhancement
- Retrospective work (refer Applications and Approval Process)
- Work undertaken in-kind (own labour)

Eligibility/ineligibility of projects not listed above should be discussed with the City or the Regional Heritage Advisor.

Work to places that are covered by design guidelines or that have a conservation plan in place must be consistent with the guidelines and policies in these reports. Relevant sections of these documents should be either referenced or included as an attachment to the application.

Eligibility of Applicant

Private owners of a place listed in the City of Albany's Municipal Heritage Inventory or the State Register of Heritage Places (RHP), either at an individual level or as part of a precinct or heritage area.

Although this program is to encourage conservation of the City's residential heritage, owners of heritage listed commercial property may also apply.

Only one application per owner is permitted per grant round. Applicants are not eligible to reapply if they are in receipt of non-acquitted grant.

Eligibility for Funding Through Other Organisations

It should be noted that places entered in the RHP are eligible for funding for major conservation work and preparation of conservation plans under the Heritage Council of Western Australia's annual Heritage Grants Program. Owners of RHP listed places may be asked to first seek funding from the Heritage Council prior to making an application to this grant program.

Community groups and other not-for-profit organizations and agencies are eligible to apply for funding for conservation and interpretation projects with Lotterywest, as well as the City's general community grants program.

Contribution by Applicant

Applications that demonstrate some contribution by the owner to the total cost of the work will be given priority. Where a contribution cannot be made by the applicant then a brief statement of the reason should be provided. This may also include significant expenditure already made by the owner on recent conservation work.

Expertise

Owners are encouraged to discuss applications with the City prior to submission. Owners may also contact the City of Albany's Regional Heritage Advisor for advice and assistance in identifying appropriate work and in completing an application form. Details of the Heritage Advisor are available from the City.

Where appropriate, owners should consult with a specialist or skilled consultant (i.e. heritage architect, materials conservator, landscape architect) or tradesperson (stonemason, stained-glass repairer) on the proposed work. This consultation may be in addition to sourcing a quotation from a supplier or service provider.

Grant Amounts

Grants of up to \$2000 (ex GST) are available. Applicants wishing to apply for more than this amount would need to discuss their application with the City of Albany or the RHA prior to submission.

This is a competitive program, and there is not guarantee that all applications will be successful regardless of merit or compliance.

Quotations

Grants will be allocated on the basis of desirably at least two quotes provided by the applicant. The lowest quote would normally be accepted unless there is a reason provided for not accepting the lower quote. If only one quote could be sourced, particularly in the case where there are limited suppliers to undertake the specific work, then this should be stated in the application.

Applications and approval process

Applications will be accepted no later than the 31st May and the 31st October each year.

Applications will be assessed on their merit, and the final decision on successful applicants will be the decision of the City in consultation with the RHA.

Work is to be commenced within 3 months of receiving a grant. Recipients are to advise the City of any instance where work cannot be commenced within this period. Unless under prior arrangement and agreement with the City, all work will be completed within 6 months of the grant being approved.

Grants not expended within 12 months of being allocated will automatically expire and the money returned to the program for reallocation.

Grant applications must be approved prior to any of the work being applied for commencing. Retrospective funding will not be given.

Work being funded under this grant program is not exempted from submission of a development application for building or planning approval should this be required under normal circumstances. Work should not commence until that approval has been issued.

Variations

Any proposed variations to the expenditure of the grant monies as outlined in the grant agreement will need to be discussed with the City and approval received. Any work done that is contrary to the grant agreement, or that entails some variation where no approval has been given, may result in the grant being terminated and no payment made (refer also Compliance).

Payment

The grant monies will be distributed to successful applicants in the form of reimbursement upon advice from the owner that the work has been completed and upon presentation of receipts or other proof of completion/payment.

Photographic evidence should also be submitted (including, if relevant, photographs taken prior to the work being completed). In some instances, the City may request a site visit to inspect the work prior to imbursement.

An applicant may request the grant funds be given either in total or part prior to commencement if it can be demonstrated that the work would not otherwise be able to be undertaken. This arrangement would need to be discussed and agreed to by the City.

Compliance

The City maintains the right to refuse payment of grant funds or request the grant funds be returned should the work not be completed to a satisfactory standard or in line with the agreed scope of work outlined in the grant agreement.

A relevant staff member of the City and/or the RHA will be responsible for determining compliance.

Change of Ownership

Should a place that is the subject of a grant change ownership prior to the grant work being undertaken, the grant money will be transferred to the new owner only on the condition that the work as outlined in the grant agreement will still be undertaken. If this work is not to be undertaken by the new owner, then the grant money will be returned to the funding program for reallocation at the discretion of the City. The new owner would still be eligible to apply in future funding rounds.

APPENDIX

Examples of external detailing or fabric

- chimney pots
- iron lacework
- bracketing
- finials
- roof gargoyles
- front fencing
- verandah balustrading/posts
- doors and windows
- glazing – including fanlights, leadlights, stained glass
- masonry repairs (i.e. tuckpointing)
- vents
- historic signage
- sun hoods

Examples of internal detailing or fabric

- ceiling roses
- mantles and surrounds
- window hardware (i.e. replacement/repair of operating mechanisms)
- skirtings
- cornices
- bracketing
- glazing – including fanlights, leadlights, stained glass

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

© City of Albany 2008