

Local Heritage Places Fund Program

2024/25 Guidelines



Heritage



BYRON
SHIRE
COUNCIL

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**BYRON
SHIRE
COUNCIL**

Heritage Council

of New South Wales



Office of
Environment
& Heritage

Local Heritage Places Fund Program - 2024/25 Guidelines

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

The program aims to raise awareness about heritage conservation and encourage improvements to heritage items and areas around the Shire. These efforts will help promote and enhance the community and visitors' appreciation of our historical buildings and areas.

This year's program focuses on conservation and maintenance that improve community and public buildings and the main streetscapes in our towns and villages.

General requirements

1. The works must be completed by 30 March 2025.
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 July 2025.
4. The application must be made online using the authorised form. A sample form is provided at Annexure 1.

Examples of previous funding

Last year the program contributed to the following works and improvements:

- Painting of buildings in the Bangalow Showground.
- Repairs and painting of two heritage properties in Byron Bay.

Grant application closing date

Applications close **15 September 2024**.

Who can apply?

Any 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

- 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 priorities for funding:

- Heritage item/s in a well-maintained heritage streetscape or landscape setting.
- Heritage item/s with public access and visibility.
- Heritage item/s requiring urgent maintenance works to avert management risks (for example severe deterioration, demolition, or demolition by neglect).
- That are 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

- Construction of 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 headstones or works to existing commemorative monuments or headstones.
- Purchase or relocation of heritage items including preparatory relocation works.
- Flood lighting of heritage buildings.
- Purchase of equipment (for example lawn mowers, etc.).
- 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.
- Capacity and commitment to undertake the project.

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.

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 and complete the online application form.

You can save the form if you need to collect further information and return to it later. It must be submitted no later than **15 September 2023**.

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.

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- 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 Local Heritage Places Fund Program is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, 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 2025.

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

Kylie Grainey

Email: kgrainey@byron.nsw.gov.au

Phone: 02 6626 7220

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Annexure 1 - Sample application form

Local Heritage Places Grant 2024/25



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 \$4,000 (\$-for-\$ grants are on offer)*

- Must be between 0 and 4000
- No more than 2 decimal places

How much are you contributing? Required

- Must be 0 or above
- No more than 2 decimal places

3. Funding Eligibility

Check eligibility by searching the [State Heritage Inventory Database](#). 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

This information 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](#)

Answer this question 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 2025 (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

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

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

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

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

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

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

This information 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

Answer this question 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

This information 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

Answer this question 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

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

8. Ownership

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

Owners Contact (where relevant)

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 keep to a minimum



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

Answer this question 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.

Answer this question 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 Where the applicant is not the owner



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

10. Applicants Declarations

(Select 1 or more options)

I confirm that all the information provided in this project application is true and correct to the best of my knowledge. Required

I confirm and acknowledge that final payment will not be released until assessment by Council and Office of Environment and Heritage after July 2024. Required

See [Council's Privacy Statement](#) for details about how Council uses your personal information.

End of form

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



BYRON
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FOR MORE INFORMATION

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