

## HERITAGE GRANTS

# Built Heritage Guidelines

### ONKAPARINGA GRANTS

As a part of our Community Plan 2030, we are committed to a shared vision for the City of Onkaparinga. This includes supporting the many community groups, businesses and individuals who make our community a vibrant place to live, work and play. One way which we can do this is through our Grants Program.

### BEFORE YOU GET STARTED

Before applying, we strongly encourage you to discuss your proposal with the grants program officer.

**Applications open all year until funds are fully expended**

### APPLICATIONS

To be successful, applications need to meet the requirements in these guidelines.

To apply visit [www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

Please note we are only accepting applications via our online application system. However, should this be a barrier for your organisation please contact the grant program officer for support and assistance.

### MORE INFORMATION

[www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

#### Grants program officer

Phone (08) 8384 0552

Email [divya.balidogra@onkaparinga.sa.gov.au](mailto:divya.balidogra@onkaparinga.sa.gov.au)

#### Frequently asked questions

Please refer to the Grants page on our website for frequently asked questions (FAQs).

#### Definitions

Please refer to the [Grants Policy](#) on our website for up to date definitions.

**Onkaparinga Grants** BRING YOUR IDEAS TO LIFE.

**CITY OF ONKAPARINGA**

APPLY NOW

## PURPOSE

Grants of up to \$7500 are available per application as per below.

### Purpose

As a part of our [Community Plan 2030](#), we are committed to a shared vision for the City of Onkaparinga. This includes supporting the many community groups, businesses and individuals who make our community a vibrant place to live, work, and play. One way which we can do this is through our Grants Program. Please visit our website for further details of our Grants Program and [Grants Policy](#).

The Built Heritage Grants aligns with the Community Plan 2030 theme of 'Place' (Our city is a great place to live).

City of Onkaparinga have, and are continuing to develop, a range of initiatives to assist in the protection of our built heritage. The Historic Area statements and policies within the State Government's [Planning and Design Code](#) assist us in maintaining and preserving the historic character of the townships and heritage listed properties.

Through the Local Heritage Incentive Scheme, the Built Heritage Grants support the owners of local heritage listed places and representative places to maintain, preserve, restore and/or reconstruct the heritage features of their property to ensure its heritage values are retained.

The purpose of these grants is to offer funding to:

- maintain and restore properties identified in the Planning and Design Code as local heritage listed places or representative places
- ensure that conservation works are undertaken in accordance with the principles identified in the [Burra Charter](#)
- promote heritage values and local heritage.

In addition to these grants, other related City of Onkaparinga initiatives include:

- a heritage advisory service, which can be accessed by owners of local heritage properties within the City of Onkaparinga
- workshops on traditional skills and techniques
- history and heritage awards.

### Objectives

The Built Heritage Grants directly relates to the following Key Result Area and Outcome under the 'Place' theme of our Community Plan (see [www.onkaparingacity.com](http://www.onkaparingacity.com)).

Key Result Area - Our city is a great place to live.

Outcome - We encourage sustainable residential development that improves our city's liveability, values our natural areas, and protects our Aboriginal and built heritage.

The Key Result Area and Outcome are achieved through:

- enhancement and improvement of local built heritage
- preservation of local built heritage for future generation
- increasing the liveability and usability of local heritage places.

## FUNDING INFORMATION

The grants provide a maximum subsidy of:

- 30 per cent of the total cost of works capped at \$5000 when the total cost is less than \$20,000
- 25 per cent of the total cost of the works capped at \$7500 when the total cost is \$20,000 or more.

The total cost includes cost of material, labour and any 'in-kind' contribution.

### Funding conditions

- Very few, if any, projects can be funded to the full amount requested due to the number of applications received. Applicants should determine whether their project will still be able to proceed without the full funding amount requested and reconsider their application if not.
- Applicants who have submitted multiple applications across different grant programs must rank their applications in order of preference (i.e. if not all applications are able to be funded, please let us know which is the most important to you) and this will be considered by the assessment panel.
- Council may prioritise applications that align best with our Community Plan 2030 and other strategic plans.
- The project must be completed and funds acquitted in accordance with agreed terms and conditions.
- Applicants should be aware of their responsibilities to comply with federal government taxation requirements. For information or advice on whether you should be registered for GST or need an Australian Business Number contact the Australian Taxation Office info line on 132 866 or visit their website at [www.ato.gov.au](http://www.ato.gov.au).

### Additional requirements/information

- Applicants are encouraged to consider in-kind contribution when proposing to undertake any conservation works to any heritage listed property. However, we require the person undertaking the conservation work to be either qualified as a skilled tradesperson or undertake the works under the supervision of a skilled tradesperson.

The applicant should provide detailed information on the number of hours of volunteer labour and cost of other in-kind support. Costs should reflect current market prices and applicants must demonstrate how costs have been calculated.

Please refer to the Grants page on our website for more information on in-kind contributions in our frequently asked questions (FAQs).

- Applicants are able to submit applications to separate grant programs within the same financial year (one application per program) for different activities, however to ensure equity and fair access to our funding, applicants are asked to rank their applications in order of preference, and this will be considered in the assessment process for each grant.

## ELIGIBILITY CRITERIA

To be eligible to apply for the grants under the heritage grants, the applicant needs to fulfil the following criteria:

- The building/item must be listed as the local heritage place or representative place in the Planning and Design Code.
- The conservation works must be for the external fabric of the building.
- The cost of the conservation work must be a minimum of \$1000.

### Who can apply

- private owners and lessees of local heritage places or contributory items.

To be eligible for funding, an applicant:

- must be a private owner or lessee of a local heritage place or contributory item at the time of the grant application
- must discuss the intended work with council staff and heritage advisor prior to commencement of works
- must obtain a development approval and a council permit, if applicable
- must not have an overdue grant acquittal with City of Onkaparinga. You will need to satisfactorily acquit previously awarded grants before being eligible to apply for this grant. Organisations that have had unsatisfactory dealings with council may be also be precluded from receiving funding. Please refer to our [Grants Policy](#) for further information.

### Who is not eligible

- Elected members and employees of the City of Onkaparinga must not be involved in the development of a grant application and are not eligible to sign or be listed on any grant application. Refer to the [Grants Policy](#) for more information.

### What we can fund

External conservation works such as the following projects/activities are eligible for funding:

- re-roofing works
- conservation works to verandas

- salt damp treatment
- paint removal (masonry)
- repointing works
- repair of stonework
- conservation works to front fence
- repainting (no more than once in every five years)
- restoration, conservation or reinstatement of original doors and windows.

The projects/activities are not limited to the above mentioned activities.

Please contact council staff to discuss the eligibility of proposed works prior to undertaking any works.

### What we won't fund

The following are not eligible for funding:

- projects which are not located in the City of Onkaparinga
- purchase of a building or site
- a new addition to a heritage building (including new internal fittings such as kitchens and bathrooms)
- the relocation of a heritage building
- properties that have previously been subsidised in the same financial year
- works that have already been undertaken without the knowledge of relevant council staff, a Development Approval, prior heritage advice and assessment by Council's Heritage Advisor
- ongoing maintenance works such as termite treatment
- addition of elements for which there is no historical or archival evidence
- works undertaken to a government department/agency owned local heritage listed property or a representative place.
- payment of ongoing salaries
- recurrent operational costs (e.g. telephone, electricity, cleaning/maintenance, ongoing Public Liability Insurance).

### Preliminary advice for applicants

Before lodging a grant application, owners are requested to contact our Built Heritage Planner on (08) 8384 0552 or [mail@onkaparinga.sa.gov.au](mailto:mail@onkaparinga.sa.gov.au) to discuss their scope of work. Our heritage advisor will then meet the applicant on-site to discuss the following:

- the proposed scope of work and priorities
- the eligibility of the project
- documentation required
- details of experienced tradesmen who have undertaken similar works in the past.

The application should reflect the agreed scope and incorporate any written advice from the heritage advisor.

### Application process

Applicants must apply online through the Grants page on our website: [www.onkaparingacity.com/grants](http://www.onkaparingacity.com/grants)

Applications must include:

- a valid development approval for the works
- a detailed description of the work to be undertaken
- a site plan identifying the location of the proposed works on the property
- detailed drawings including plans, elevations and sections as necessary to clearly define the scope of works
- photographs of the location of the proposed works
- methodology or specification notes about the materials and techniques to undertake the proposed work
- two written quotes based on the agreed scope of works.

If an application is incomplete or inaccurate it will not be processed until the applicant has rectified any deficiencies.

Subject to availability of funds, applications will be accepted on an on-going basis and in the order of receipt of complete applications.

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### Assessment process

Once an application has been received:

- receipt of application will be acknowledged via email
- applications will be checked for eligibility
- applications are assessed in accordance with these guidelines. Assessment will be based on the condition of the building and the merit of the application
- the application will be processed after the development approval has been granted applicants will be notified of the outcome of assessment of their application by letter
- for applications requesting \$5000 or under, you will be advised of the outcome within approximately 3-4 weeks of receiving your application if a development approval has been granted and there is no additional information or clarification is required
- for applications requesting above \$5000, you will be advised of the outcome within approximately 6-8 weeks of receiving your application providing that:
  - a development approval has been granted, and
  - there is no additional information or clarification is required.

### Payment of funds

Once works have been completed, the applicant should advise council staff in writing. Our heritage advisor will visit the site to inspect the completed works and assess against the grant application.

If the work is considered acceptable for council's grant purposes the applicant must:

- provide evidence of payment
- complete the associated paperwork that includes 'Tax Invoice' form and 'Statement by Supplier'

Council staff will arrange electronic payment of the allocated amount to the applicant when they have received the heritage advisor's comments following the visit, evidence of payment and any other associated paperwork.

## CONDITIONS OF FUNDING

The following conditions of funding apply:

- The funding provided must be used for the approved activities. Any changes to the funded activities detailed in the application may not be undertaken without prior written approval from council.
- The Built Heritage Planner must be notified by applicants when works are completed.
- Applicants must obtain any necessary approvals and meet any costs associated with those approvals.
- Where required, the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation, including, but not limited to, the *Child Safety (Prohibited Persons) Act 2016*, *Disability Discrimination Act and Work Health and Safety Act 2012*.
- The building owner and/or applicant are obliged to hold current and appropriate insurance cover. Successful applicants may be required to produce a copy of the certificate of currency when submitting the signed Conditions of Funding. Successful applicants without sufficient insurance(s) may need to obtain appropriate cover prior to the release of grant funds and any permit approvals given. Contact Local Community Insurance Services [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) or your insurance broker for further advice/assistance. Council will accept no liability in any respect for any claim or damage, of any form which may result from the work.
- must have an appropriate level of insurance(s) – for example (but not limited to) Public Liability Insurance – proportionate to the risk associated with the program/project being undertaken (this can be purchased as a 'once off' cover and should be included in the budget costs).
- An applicant is required to obtain the requisite development approval and/or council permit prior to commencement of any works. Under the *Planning, Design and Infrastructure Act 2016*, a development approval is required for any works that materially affects the heritage value of a local heritage listed place.
- Once funding has been approved, the funds will be allocated to the project and set aside for a period not exceeding 12 months. If the funding allocation expires, the applicant will need to reapply for funding.
- The funding allocated to a particular project will not be increased once the grant allocation is approved.
- An applicant may apply to vary a grant allocation. This application would be assessed as a new application against the operating guidelines.
- Approved works funded through a Built Heritage Grant must be undertaken by qualified and licensed tradespersons.
- Approval of grant funding does not confer any other form of approval including Development Approval.
- An applicant is required to obtain the requisite development approval and/or council permit prior to commencement of any works.
- Applicants agree to submit 'before' and 'after' photos of the approved works to council.
- All works must be completed within 12 months from the date of notification of grant approval.
- Applicants must obtain receipt of payment from the tradespersons and provide copies of the receipt to council to enable disbursement of the approved grant amount.
- The selection of a tradesperson is the responsibility of the building owner and/or applicant.
- Quality assurance is the responsibility of the building owner and/or applicant. The building owner and/or applicant will have the responsibility for all acts and failures in relation to design, documentation, contract(s) or the work on site.
- The contract for the implementation of the work lies between the building owner and/or applicant and their selected tradesperson.