

Built Heritage Incentive Fund November 2009

(print this form and handwrite answers)

Applicant / Organisation Name: _____ **No.** _____

Our Goals:

The Built Heritage Incentive Fund helps with the conservation, restoration and protection of Wellington's heritage-listed buildings and objects.

Criteria	
1.	The project makes a positive contribution to achieving the Council's Strategic Outcomes as listed in the Council's LTCCP (Refer Note A in application guide)
2.	The project is within Wellington City
3.	The project relates to buildings and objects listed in the District Plan or by the Historic Places Trust, or to buildings and objects identified as contributing to a heritage area
4.	The project protects and enhances the heritage significance of the item concerned (Refer Note B below)
5.	The applicant provides evidence of: appropriate project management, appropriate technical supervision, sufficient resources to complete the project on time, and demonstrated ability to report back on the project results as appropriate
6.	The project must be for: A. Stabilisation, repair or restoration of original heritage fabric relating to historic buildings, structures, or objects or the remains thereof (e.g. repairs to masonry, joinery, plaster or glazing, earthquake strengthening, fire protection, protective works on archaeological sites); OR B. Professional services (e.g. structural strengthening reports, maintenance reports, conservation plans, archaeological sites assessments, conservation work specifications, or supervision of work, technical advice etc.); OR C. Reimbursement of Council resource consent fees for approved conservation work requiring a resource consent as well as changes to a listed item which does not affect its heritage values
7.	The applicant is the owner or part owner of the heritage building or object (e.g. a private owner, charitable trust including church organisations). The Crown, Crown entities, District Health Boards, Community Boards, Council Controlled Organisations and Council Business Units are not eligible for funding
8.	For any applications for funds over \$5000 a heritage report or advice from a suitably qualified conservation professional must be provided or budgeted for in the proposal

For advice regarding the application process and basic criteria questions contact the Grants Team on 499 4444. For more detailed advice on criteria and specific projects contact the Senior Heritage Advisor on 801 3541.

Completed applications must be **received** by the Wellington City Council Grants Co-ordinator, PO Box 2199, Wellington, or delivered to Wellington City Council, 101 Wakefield Street, no later than **5pm, Monday 30 November 2009**.

PLEASE ENSURE THAT THE FORM IS COMPLETED IN FULL. Faxed, emailed or late applications will not be accepted. All applications will be acknowledged and applicants notified of outcomes.

Applicant Details:

Contact person / Project manager: (We will use this person as the contact in all future correspondence)

Name: _____ Role: _____

Telephone No/s: _____ Email: _____

Postal address: _____

Alternative contact person: _____

Telephone No/s: _____ Email: _____

Property Owner (individual or organisation): _____

Legal Status: Individual Trust Inc. Society Ltd Company

Other – specify: _____

Are you registered for GST? Yes No

GST number if registered: _____

Bank Account number: _____

How long has your organisation been operating? < 1 year 1 – 5 years > 5 years

Property Details:

Name of the property: _____

Street address: _____

Certificate of title details: _____

Has a conservation plan been prepared for the site? Yes No

(if yes please send attach a copy to your application – this will be used in the assessment)

Project Summary: Give a one sentence summary of your project

Start Date: _____ Finish Date: _____

Total Project Cost: \$ _____ Other income / your contribution: \$ _____

Grant amount requested: \$ _____ (this should relate to the budget attached)

What is the aim of the project? (Max. 50 words)

Project Budget: Formal quotes must be attached.

Expenditure			
Item Description	Net amount	GST	Gross amount
Total Project Cost (A)			
Income			
Applicant's contribution			
Other funding:			
Total Projected Income (B)			
Grant requested (A minus B)			

Budget Notes:

Previous Funding: Have you ever received funding from Wellington City Council before for this heritage item?

- No
- Yes: specify amount, when, what for: _____

Checklist – attachments: (see application guide for more details)

- Photographs of area where work is proposed and copies of any relevant plans or reports
- Copies of quotes for budgeted costs
- A copy of your most recent annual accounts (only required for organisations, not individuals)
- A printed (encoded) bank deposit slip for us to use if your application is successful (Hand written forms are not accepted.)

Applications over \$5,000:

- Conservation plan or heritage report attached OR provided for in budget

Grant Conditions

Council will reserve the right to impose conditions when approving grants under this funding policy, as set below:

1. Grants will be subject to the availability of funds in any particular financial year
2. One grant only will be considered for each project
3. Staged availability of monies may be agreed as a condition of a grant
4. Where a grant has been approved for a conservation report or other professional report, payment will be made following a peer review of the report by Council or a designated consultant
5. All proposed work should be in accordance with the conservation principles set out in the *ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value* available on line at: http://www.icomos.org/docs/nz_92charter.html
6. The amount of funding available for projects involving only construction costs, such as earthquake strengthening, will be based on a percentage of the value of the conservation improvements. This will be up to 50% of the cost of the work to a maximum of \$80,000
7. Funding for conservation reports, technical advice and for domestic fire protection systems will be generally up to a maximum of \$10,000
8. Grants will only be assessed as a percentage of the heritage conservation component of a project, not of the total project cost. The grant assessment is at the sole discretion of the Council
9. Grants will only be available for uplifting for a period limited from 18 months from the date of written approval unless the Council expressly extends this period for special circumstances
10. Grants of \$50,000 and over may require a memorandum of encumbrance to be registered on the relevant title(s) to ensure retention of the building
11. Grants are payable on completion of the agreed works to a standard approved by the Council Heritage Advisor and the registration of any encumbrance

Declaration: *I confirm that all the details supplied in this application form are true and correct to the best of my knowledge, and agree that:*

- *The information in the application and information subsequently generated in relation to the application will be available if required under the Official Information Act 1982.*
- *Compliance with all applicable regulatory requirements is the responsibility of the recipient.*
- *The property will be made available for inspection of the heritage values and the proposed work.*
- *The applicant will provide further information if this is needed to substantiate or assess the case for funding.*
- *No material information has been deliberately omitted or withheld from this application.*

I have read, and will comply with the grant conditions that apply to the Built Heritage Incentive Fund.

Name: _____

Signed: _____ Dated: _____