

Built Heritage Incentive Fund application – March 2012

Applicant / organisation name:	
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Our goals: The Built Heritage Incentive Fund helps with the conservation, restoration and protection of Wellington's heritage-listed buildings and objects.

Criteria

Prerequisites

1. The project makes a positive contribution to achieving the Council's Strategic Outcomes as listed in the Council's Long Term Council Community Plan. (Refer Note A in the application guide).
2. The project is within Wellington City.
3. The project relates to buildings and objects listed in the District Plan or to buildings and objects identified as contributing to a heritage area which is listed in the District Plan.
4. The project conserves and enhances the heritage significance of the item concerned where elements of the item are protected by provisions of the District Plan (*eg the exterior of a heritage place*).
5. The applicant is the owner or part-owner of the heritage building or object (*eg 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 this funding.

Assessment

6. The project must be for:
 - A. Stabilisation, repair or restoration of original heritage fabric relating to historic buildings, structures, or objects or their remains (*eg repairs to masonry, joinery, plaster or glazing, earthquake strengthening, fire protection, protective works on archaeological sites*) **OR**
 - B. Professional services (*eg structural strengthening reports, maintenance reports, conservation plans, archaeological site assessments, conservation work specifications, or supervision of work, technical advice etc*); **OR**
 - C. Reimbursement of Council resource consent fees for work which the Council supports as not being detrimental to heritage values and where consent is required as a result of heritage listing. (*Note: A project which has received funding for either A or B above cannot also obtain reimbursement of Council resource consent fees.*)

Administrative

7. 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.
8. For any applications for funds over \$3000, applications will be considered only if a heritage report or advice from a suitably qualified conservation professional is provided or budgeted for in the proposal.
9. These criteria will be reviewed on a three-yearly cycle. Only one grant will be approved for a grant to any one heritage place within each three-year cycle. Consideration may be given to approval of a further grant within a separate three-year cycle.
10. 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.
11. Only applications for work that has not yet commenced will be accepted for consideration.

For advice regarding the application process and basic criteria questions contact a grants advisor on 803 8562. For more detailed advice on criteria and specific projects contact the principal heritage advisor on 803 8122.

Your project will not be eligible for consideration if it begins before 30 May 2012. It is essential that you have accounted for any previous grants from Wellington City Council.

Completed applications must be **received** by the Wellington City Council grants coordinator no later than **5pm, Friday 30 March 2012**.

Please post your application or present it to the main reception at the Council buildings, 101 Wakefield Street, Wellington. Late applications are not accepted.

PLEASE ENSURE THAT THIS FORM IS COMPLETED IN FULL. All applications will be acknowledged and applicants notified of outcomes.

Post application to: Grants advisor, Wellington City Council, PO Box 2199, Wellington 6011.

Applicant details

Name			Role	
Postal address			Post code	
Street address (if different from above)			Post code	
Telephone number/s		Email		
Alternative contact name		Role		
Telephone number/s		Email		
Property owner name (individual or organisation)				
Legal status	<input type="checkbox"/> Trust <input type="checkbox"/> Incorporated society <input type="checkbox"/> Limited company <input type="checkbox"/> Other – specify			
Are you registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	GST number if registered	
Bank account no				
How long has your organisation been operating?	< 1 year <input type="checkbox"/> 1–5 years <input type="checkbox"/> > 5 years <input type="checkbox"/>			

Property details

Name of the property
Street address
Certificate of title details

Has a conservation plan been prepared for the site?
(If yes, please attach a copy to your application – this will be used in the assessment.)

Yes No

Project summary

Project details – give a brief description of your project. *(Explain more fully below.)*

Start date		Finish date	
Total project cost	\$	Other income/your contribution	\$
Grant amount requested	\$		

Evaluation criteria *(see application guide for more information)*

What is the aim of your project? *(max 50 words)*

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How does your project meet the criteria? *(For example, discuss its heritage significance. Supporting information may be attached.)*

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Give a detailed description of the work you are seeking funding for, why it is important and how the public will benefit. *(Please provide labelled and dated photographs of the areas where work is proposed. Attach copies of any plans or reports that have been prepared.)*

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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 for this heritage item? <i>(Please note criteria 9.)</i>
No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, specify amount, when you received it, and what was funded.

Checklist – attachments required *(See application guide for more details.)*

- Photographs of area where work is proposed *(labelled and dated)*
- 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 *(handwritten forms are not accepted)*

Declaration

<p><i>I confirm that all the details supplied in this application form are true and correct to the best of my knowledge, and agree that:</i></p> <ul style="list-style-type: none"> • <i>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.</i> • <i>It is the responsibility of the recipient to comply with all applicable regulatory requirements.</i> • <i>The property will be made available for inspection of the heritage values and the proposed work.</i> • <i>The applicant will provide further information if it is needed to assess the case for funding.</i> • <i>No material information has been deliberately omitted or withheld from this application.</i> <p><i>I have read and will comply with the grant conditions that apply to the Built Heritage Incentive Fund.</i></p>			
Name			
Signed		Dated	