

# Built Heritage Incentive Fund Application Guide

## Introduction

The Built Heritage Incentive Fund helps with the conservation, restoration and protection of Wellington's heritage-listed buildings and objects. The grants can also help meet some of the additional costs associated with owning and caring for a heritage property.

There is \$200,000 in total available for grants in 2009/10. Grants from the fund are allocated three times a year – applications close on the last working day of July, November and March.

All applications will be assessed by officers within the Council's Urban Design and Heritage Unit and reviewed by the Council's Strategy and Policy Committee. Projects that fall outside of the criteria may be referred to the Strategy and Policy Committee for further consideration at the officers' discretion.

All applications must meet the criteria listed below. Depending on the quantity and quality of applications in each funding round, priority will be given to the following:

- At-risk significant heritage buildings and objects
- Fire protection systems for residential owners
- Funding for professional services (e.g. structural strengthening reports, maintenance reports, conservation plans, archaeological sites assessments, conservation work specifications, or supervision of work, technical advice etc.)
- Projects that have high public access and/or visibility from public areas.

For advice regarding the application process and **basic** criteria questions contact the grants team - Phil Railton-Jacks, Grants Advisor: [phil.railton-jacks@wcc.govt.nz](mailto:phil.railton-jacks@wcc.govt.nz), ph 801 3158

For more detailed advice on criteria and specific projects, contact Alexandra Teague, Heritage Architect: [alexandra.teague@wcc.govt.nz](mailto:alexandra.teague@wcc.govt.nz), ph 801 3541

## Criteria

Projects must meet all of the following 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 below)
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

#### **Note A**

In particular, projects are considered relevant if they contribute to the following outcomes in the 'Long Term Council Community Plan' (LTCCP):

6.5.3 Built Heritage Development. In order to promote Wellington as a place that celebrates its landmarks and heritage, we work to help protect and restore the city's heritage assets.

The fact that a building is listed means that it has heritage significance and hence its repair and restoration provides a positive contribution to achieving the Council's Strategic Outcomes around supporting a 'stronger sense of place'.

#### **Note B**

Heritage significance refers to the cultural heritage value of a place. It is a concept used in establishing the value of places. The *ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value* defines cultural heritage value as 'possessing historical, archaeological, architectural, technological, aesthetic, scientific, spiritual, social, traditional or other special cultural significance, associated with human activity'. (Section 22 Definitions).

## **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](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

## ***How to Apply***

- Fill in the Built Heritage Incentive Fund **Application Form** – you have two options:

1) PDF File – labelled ‘Application Form Hard Copy’ – this needs to be printed off and filled in by hand.

2) Microsoft Word document – labelled ‘Application Form Electronic’ – this can be downloaded from our website:

- Click on **Application Form Electronic**
- Click **Save** and save the document onto your computer
- Open up the document and type your answers to the questions
- Save as you go, then print out the finished document, sign it, and add the attachments requested. We do not accept emailed applications.

Note: The document is protected, which means that you can only type into the areas that are shaded grey, or click on grey boxes to mark them. If you have any problems formatting the document then contact the Grants Team for assistance.

- Please do not bind your application or enclose it in a folder of any sort as it will need to be photocopied.
- Make a copy of the application for your own records.
- Completed applications (along with the attachments required) must be **received** by the grants co-ordinator before 5pm on the closing date. Late applications will not be considered

## Assessment Process

- Within 2 weeks of the closing date you will receive a letter to confirm your application has been received
- In the 6-8 weeks following the closing date you may be contacted by the Heritage Advisor or a member of the grants team for further information, or to discuss your project
- Approximately 6-8 weeks after the closing date the Council's Strategy and Policy Committee will meet to decide who will be funded and to what level. This is a public meeting.
- The grants team will write to all applicants within a few days of the committee meeting to let them know the outcome
- If you are successful you will be sent a funding agreement to sign and return
- Payment of a grant will be made once the project has been completed satisfactorily and any conditions met
- Strategy and Policy Committee decisions cannot be appealed, as decisions are final
- Any complaints about the grants process need to be made in writing to the Director, Citizen Engagement within 14 days of the date of the letter of notification of grants results

## Application Form

Make sure that your application clearly explains the need for the project and how it fits with the purpose of the fund. It is up to you how much detail you provide but you should try to answer all the questions concisely and aim to keep the document within 6 pages.

### Budget

Your budget must clearly show all income and expenditure relating to the project. We need to see the full cost of the project even if you are only requesting the cost of a specific item.

### GST

Show your project costs using columns: *Net cost / GST component / Gross cost*

### If you are registered for GST

- The amount you request should be GST exclusive, as GST can be added to your grant. A tax invoice will be required if a grant is approved. (i.e. If a grant of \$1000 is approved, you will send us an invoice for \$1125, being the \$1000 grant plus GST of \$125.)

### If you are not registered for GST

- You should apply for the true cost of project which may include GST costs you have incurred
- GST will not be added on top of your grant as you are not registered, and what you are given recognises that you have incurred GST costs.

### Income

- List all other income that has been or will be received for the project.
- List any other grants that have been (or will be) applied for, and note the date that you expect to know the outcome of each application.

### Expenditure

- **Budget items should be supported by formal quotes.** All quotes should clearly show whether GST is included or excluded.

- If the budget include professional fees, specify the hourly rate and how many hours are required

### **In-kind Sponsorship**

- If you are receiving any in-kind sponsorship please list this separately at the bottom of your budget.
- If your organisation is contributing resources other than a cash amount towards the project, please note your contribution separately and NOT as both income and expenditure.

## ***Other Funding***

The Council is unlikely to ever be the sole funder for any project so a contribution from the applicant and evidence of effort to find other sponsors or sources of funding is important.

The **NZ Historic Places Trust** website includes information on funding sources – see <http://www.historic.org.nz/heritage/funding.html>.

### **Lottery Environment & Heritage Fund**

This committee makes grants for projects that promote, protect and conserve New Zealand's natural, physical and cultural heritage.

See <http://www.cdgo.govt.nz/available-grants/>

**Fundview**, a database listing a wide range of potential funders, can be viewed for free at Wellington Central Library and branch libraries and Citizen Advice Bureaux.

See [www.fis.org.nz](http://www.fis.org.nz).

If you have a WCC library card you can access Fundview from anywhere: go to [www.wcl.govt.nz](http://www.wcl.govt.nz) then click on 'Online Database > Community and Funding > Start Fundview > then type in your library card number and name.