

## 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 \$329,000 in total available for grants in 2011/12. Grants from the fund are allocated twice a year – applications close on the last working day of July and March.

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

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 which are listed on the District Plan heritage list or are included in a heritage area listed in the District Plan
- funding for professional services (eg 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
- fire protection systems for places which allow for high public access

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.

### Criteria (Projects must meet all the following criteria)

1. The project makes a positive contribution to achieving the Council's strategic outcomes as listed in the Council's Long Term Plan. (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 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 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 (*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*)
7. 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 funding.
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-year cycle. Only one grant will be approved for a grant to any one heritage place within each three yearly 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.

## Note A

In particular, projects are considered relevant if they contribute to the following outcomes in the Council's Draft Annual Plan:

- 6.5 Our overall aim is to make the city more liveable, retain its character, and enhance an even stronger 'sense of place' through continual improvement to public areas.

The fact that a building is listed in the District Plan 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'.

## Grant conditions

The Council reserves the right to impose conditions when approving grants under this funding policy, as set out below:

1. Grants will be subject to the availability of funds in any particular financial year.
2. Staged availability of funding may be considered for approved projects.
3. 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 staff or a designated consultant.
4. 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 25 percent of the cost of the work to a maximum of \$80,000.
5. Funding for conservation reports, technical advice and for domestic fire protection systems will be generally up to a maximum of \$10,000.
6. Grants will only be available for up to 18 months from the date of written approval. Extension of this timeframe will only be in exceptional circumstances, agreed to in consultation with Council staff.
7. Grants of over \$50,000 may require a memorandum of encumbrance to be registered on the relevant title(s) to ensure retention of the heritage place.
8. Where an encumbrance is required under condition 7 (above), grants are only payable on completion and certification of the works and the final registration of an encumbrance.
9. Work which is supported by a grant must comply with all other statutory requirements including provisions of the District Plan, the

## How to apply

Fill in the Built Heritage Incentive Fund **application form** – by either typing into the grey shaded boxes or completing it by hand. All forms must be signed. If you are emailing the application form, please send a scanned copy that has been signed.

Application forms can be:

- posted to Grants Advisor, Wellington City Council, PO Box 2199, Wellington 6140
- delivered to our service centre at 101 Wakefield Street, Wellington
- emailed to the Grants team at [grants@wcc.govt.nz](mailto:grants@wcc.govt.nz)

If you have any problems using the document then contact the Grants team for assistance, phone 803 8562 or email [grants@wcc.govt.nz](mailto:grants@wcc.govt.nz)

Please do not bind your application or enclose it in a folder of any sort as it will need to be photocopied.

Keep a copy of the application for your own records.

Completed applications (along with the attachments required) must be **received** by the grants advisor before 5pm on the closing date. Late applications will not be considered.

## Assessment process

- Within two 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 to no more than six 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. (ie If a grant of \$1000 is approved, you will send us an invoice for \$1150, being the \$1000 grant plus GST of \$150.)

#### 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 includes 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 [historic.org.nz/heritage/funding.html](http://historic.org.nz/heritage/funding.html)

### Lottery Environment & Heritage Fund

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

See [cdgo.govt.nz/available-grants/](http://cdgo.govt.nz/available-grants/)

**Fundview**, a database listing a wide range of potential funders. If you have a Wellington City Council library card you can access Fundview from anywhere: go to [wcl.govt.nz](http://wcl.govt.nz), click on 'Community grants', then type in your library card number and name.