



Lake Macquarie City Council Local Heritage Places Fund 2024-2025 Guidelines

Local Heritage Fund Purpose

Lake Macquarie City Council has established a Local Heritage Fund with assistance from the NSW Office of Environment and Heritage.

The aim of this project is to encourage as much positive work on heritage items in the city as possible. In the past, many grant programs were for individual buildings only. This program will provide kick-start funding to encourage the joint funding of a number of projects. In the process, it is hoped that this will engender greater interest and concern for conservation for all heritage items within the Council area.

For Example

The Local Heritage Fund contributed \$3,000 in 2022 towards the total cost of repairs to the roof of a listed heritage building in Holmesville.

Funding

The maximum level of funding available per project will be limited to \$4,000. Greater funding may be awarded if the circumstances warrant it and will be considered upon assessment of the application.

You are required to provide at least matching finance for the project.

Claims for payment of awarded funding will only be paid after the works have occurred, with invoices received by Council.

The level of funding paid to the applicant after works are completed is provided proportional to the initial agreed maximum project value and funding contribution, and the final cost of works.¹

Application closing date

Applications close **Monday 8 April 2024**.

Who can apply?

All owners and managers of heritage items or items in a conservation area (see below for definition of heritage items).

However, you cannot apply for funding if you are a state government agency (but you may be involved as a project partner).

Funding is available for:

Heritage items that are either:

- Listed as a heritage item in the Local Environmental Plan, or

¹ For example, an applicant is approved for matched funding of \$4,000, consisting of a contribution of \$2,000 by the applicant, and \$2,000 by the fund. The final cost of works is \$3,000 as indicated on the final invoice provided to Council. Therefore, the amount paid to the applicant by the fund is \$1,500, matching the level of finance provided by the applicant.



	<ul style="list-style-type: none"> • Included in a conservation area in the Local Environmental Plan, or • Supported by Council's heritage officer/planner as being of heritage significance. <p>If you are unsure, please contact Council's Heritage Officer/Planner for advice.</p>
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<p>Projects that are priorities for funding</p>	<ul style="list-style-type: none"> • Heritage item/s in a well-maintained heritage streetscape or landscape setting. • Heritage item/s with public access and visibility. • Heritage items requiring urgent maintenance works to avert management risks (e.g. severe deterioration, demolition, or demolition by neglect) • That are part of a heritage group or precinct. • Fire, service and access upgrade for Building Code Australia compliance for ongoing or adaptive reuse of your heritage items/s. • Heritage item/s and/or properties that are close to existing or proposed heritage walking trails.² • Have not received previous Council funding support in the last 5 years.
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<p>Projects that will not be funded by the Local Heritage Places Fund</p>	<ul style="list-style-type: none"> • Construction of new buildings. • Routine maintenance (e.g. lawn mowing, gutter cleaning or carpet cleaning). • Projects where adequate funding is available from the applicant or other sources. • Construction of new commemorative monuments or headstones or works to existing commemorative monuments or headstones. • Purchase of or relocation of heritage items (including preparatory relocation works). • Flood lighting of heritage buildings. • Purchase of equipment for example lawn mowers etc. • Movable railway heritage items. • Conservation of council owned local heritage items (if council is legally responsible for maintenance and repair).
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² Such as the Warners Bay Heritage Trail, or Rathmines RAAF Base Heritage Trail, etc.:
<https://www.lakemac.com.au/For-residents/History-and-heritage/Heritage-Walks>



Common selection criteria is targeted to all projects with	<ul style="list-style-type: none"> • Sustainable long-term heritage benefit • Public benefit and enjoyment • Innovation and leadership • Capacity and commitment to undertake the project • Funding equity and cost effectiveness
Questions	Integrated Planning, Lake Macquarie City Council 02 4069 0005
Project Application Form	Available on Council's website or by contacting Council.

What do you need to do to apply for funding	
<ul style="list-style-type: none"> • Do some background research on your heritage item and project proposal. It will assist your case if you can properly demonstrate why the work you propose is appropriate from a heritage point of view. To do this you may need to do some research, e.g. the council may have information on the building, or the library, or you may be able to obtain photographs. The heritage officer/planner may also have some suggestions to follow up. • Read the application form so you know what information you need and if your project fits the funding offered. • Prepare a list of project tasks to be completed. This should be put down in a clear item-by-item job schedule. • Get at least 2 quotes for all the project tasks to be completed. • Plans and sketches - depending on the size of the project you may need to include these to show what you intend to do. • Take before photographs. Take a photograph of the setting of the building or item, each elevation and close ups of any particular job to be done. Keep copies and a set of photographs for your final report. • Fill in the application form and keep a copy for your records. • Then talk with Council's Integrated Planning team or our Heritage Planner about your project. 	
Before you submit your application	<p>Before you submit your application for funding, you must discuss your project with:</p> <p>Amber Vergot, Senior Strategic Land Use Planner Phone: 02 4921 0680 Email: avergot@lakemac.nsw.gov.au</p> <p>If you propose structural changes, please contact Council's Duty Planner on 4921 0333.</p>



<p>Submitting your application</p> <p><i>Please do not send twice</i></p>	<p>Email, Post or Drop by Monday 8 April 2024.</p> <p>EMAIL your completed project application, digital images and other information to council@lakemac.nsw.gov.au</p> <p>POST your hard copy to:</p> <p>Integrated Planning Lake Macquarie City Council Box 1906 Hunter Region Mail Centre NSW 2310</p> <p>DROP information into Council's Administration Centre between 8am and 5pm:</p> <p>Lake Macquarie City Council 126-138 Main Road Speers Point NSW 2284</p>
<p>Processing your project application</p>	<p>Lake Macquarie City Council will acknowledge receipt of your application within 21 days of the closing date.</p> <p>In assessing your application, the quality and clarity of information provided will be reviewed.</p> <p>Projects will be assessed and approved by Council.</p> <p>A funding offer and contract will be sent to the successful applicants.</p> <p>All projects must be completed and all funding claimed by Wednesday 30 April 2025 at the latest.</p> <p>Council's funding for this project is limited and if too many applications are received, some may be unsuccessful. We will advise unsuccessful applicants in writing. Any unsuccessful applicants will be encouraged to apply again in the future.</p> <p>The Lake Macquarie City Council Local Heritage Places Fund 2024-2025 is a targeted funding program. Projects must meet eligibility criteria, funding priorities and common selection criteria. However, in exceptional circumstances, the Lake Macquarie City Council reserves the right to recommend funding for projects that may not fully meet these requirements.</p>