

1. POLICY CONTEXT

The Heritage Grants Program is one of the strategies for heritage promotion recommended by the NSW State Government. Fairfield City has approximately 100 listed heritage items; the largest group being residential properties that are between 60 and over 100 years old.

The Heritage Grants Program supports projects that preserves the heritage of Fairfield City by providing financial assistance. It is the intention of this Council to ensure the administration and transactions relating to the Heritage Grants Program are conducted in a just and transparent manner. The Policy provide guidelines on the Heritage Grants Program.

2. OBJECTIVE AND GOAL

The objective and goals of this policy are:

- a) to preserve the City's heritage items for current and future generations,
- b) financially assist heritage item owners to preserve their heritage items,
- c) establish a criteria for funding allocation to maximise heritage conservation opportunities,
- d) provide a clear understanding of the heritage grants process, and
- e) make the process for applying for a heritage grant easy and transparent.

3. FUNDING AVAILABLE

Council will financially assist heritage properties listed within Council's Local Environmental Plan for essential maintenance work up to \$5,000 per project, on a dollar for dollar basis.

4. ELIGIBILITY

To be eligible for funding, the applicant must:

- Aged over 18 years,
- Be a legally registered, incorporated not-for-profit organisation or group,
- Apply for a specific project, grants do not offer permanent or ongoing source of funding,
- Conserve the heritage item.

5. INELIGIBILITY

The following are not eligible for funding:

- Projects that have commenced or occurred prior to applying for funding. (Retrospective funding is not eligible),
- Construction of new buildings or additions,
- Works to commemorative monuments or headstones,
- Routine maintenance such as lawn mowing, gutter cleaning and carpet cleaning,
- Interpretive signage,
- Applicants that have not acquitted previously completed grants project funded by Council.

6. PERMITTED PROJECTS

The following works are permitted as part of the Heritage Grants Program:

- Maintenance works as defined in the Fairfield Local Environmental Plan 2013 as follows:

***Maintenance**, in relation to a heritage item, Aboriginal object or Aboriginal place of heritage significance, or a building, work, archaeological site, tree or place within a heritage conservation area, means ongoing protective care, but does not include the removal or disturbance of existing fabric, alterations (such as carrying out extensions or additions) or the introduction of new materials or technology.*
- Painting, plastering, cladding, fittings or decorative work,
- Replacement of external windows or doors,
- Roof repairs, gutter replacement, stormwater and subsurface drainage,
- Repair or replacement of non-structural wall or roof,
- Maintenance of natural heritage (if listed part of the item), and
- Other works determined as relevant by Council’s Heritage Advisor.

7. ASSESSMENT CRITERIA

An assessment will be made by Council’s Heritage Advisor on each application based on:

- a) A visual inspection of the proposed works, and
- b) Evaluation using the following matrix:

		Lower Priority	Higher Priority	
<p>Essential work for structural integrity</p> <p>For example, work that will:</p> <ul style="list-style-type: none"> • secure building against rainwater ingress • slow the deterioration of building fabric by painting. 	Higher Priority	Desirable	Essential May be considered for two dollar for one dollar grant funding	Higher Priority
	Lower Priority	Optional	Desirable	Lower Priority
		Lower Priority	Higher Priority	
<p>Impact of work on heritage item and its value to community.</p> <p>For example, proposed work:</p> <ul style="list-style-type: none"> • is sympathetic of historic built fabric • reinstates previously lost architectural features • improves style of architecture appropriate to period of the building • maintains an item of state significance. 				

8. PRIORITISATION

Applications seeking financial assistance will be prioritised based on the following criteria:

Priority	
First	Owner occupiers of residential properties with State significance
Second	Owner occupiers of residential properties with local significance
Third	Owners of residential properties that are leased
Fourth	Community groups and owners of commercial properties
Last	Council owned items when there are surplus funds after allocations are complete and no other

work will benefit from consideration of two dollar for dollar arrangement for urgent work.

9. PAYMENT OF HERITAGE GRANT

Council will provide a cheque/EFT to the value of the Heritage Grant when a copy of the final invoice is submitted and when:

- Evidence has been provided to Council (inclusive of print and electronic photographs, paid receipts and other record) that the heritage grant work is completed, and
- An inspection of the approved work has been undertaken by Council’s Heritage Advisor who is satisfied that the work has been satisfactorily completed.

10. COMPLETION OF WORKS

Works must be completed within the financial year in which the funds were allocated.

11. REALLOCATION OF UNSPENT FUNDS

Where works approved for funding have not commenced or will not be completed within the financial year in which they were allocated, funds may be reallocated to other works via a resolution of Council. Funds may be reallocated to completed projects where:

- a) Unsuccessful applications would have received grants however were ranked lower in priority, and/or
- b) The dollar for dollar grant amount is under \$5000.

12. APPLICATION SUPPORT

Council provides one-on-one sessions to support applications. Applicants are encouraged to liaise with Council before applying to provide advice and feedback on project ideas and grant application. It is also an opportunity to network with community groups.

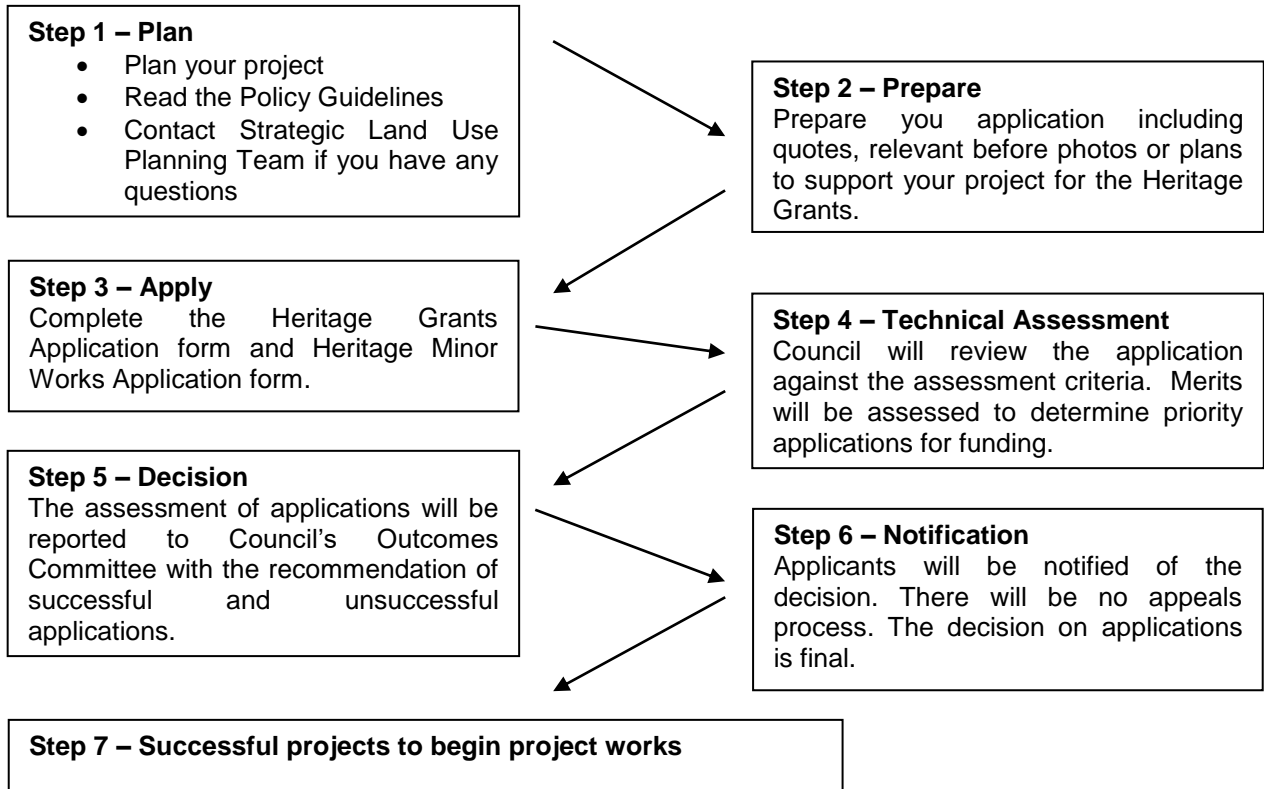
For grant enquiries please contact Strategic Land Use Planning Team on (02) 9725 0222 or email mail@fairfieldcity.nsw.gov.au.

13. PROCESS AND TIMING

Projects are implemented within the financial year based off Heritage NSW Grants Program. Below is Council’s Anticipated Heritage Grants Program calendar for the financial year.

April	Engage with owners of heritage items of works proposed in the upcoming financial year.
May	Owners of heritage items liaise with Council of proposed work and quote. Submit Heritage Grant Application form and Heritage Minor Works Application form for assessment.
June	Assessment of successful applicants report to Council Outcomes Committee.
July	Letter to applicants for unsuccessful and successful grants with approval of minor works.
July	Successful applicants to begin work.
November	Letter and site inspections with Council and owners of heritage item of progress of work.
February	Second letter reminder of progress works to be completed and payment claim for grant funding.
April	Acquittal summary report to the Heritage NSW of completed projects.
June	Acquittal of Heritage Grants applicants within the financial year.

14. HOW TO APPLY/ PROCESS OF APPLICATION



15. RELEVANT LEGISLATION

- Environmental Planning and Assessment Act 1979
- Local Government Act 1993
- Fairfield Local Environmental Plan 2013

16. RELATED POLICIES

- Fairfield Local Environmental Plan 2013
- Fairfield Heritage Study (Volumes 1-3)
- Fairfield City Council Operational Plan

17. AUTHORISATION

This Policy first came into force on 27 May 2007 and requires to be reviewed every 3 years by City Strategic Planning. Council has adopted amendments since this date as follows.

Review No.	Council Adoption of Amendment	Date of Amendment coming into force
Review No.1 2010	14 September 2010	29 September 2010
Review No.2 2013	24 September 2013	17 October 2013
Review No.3 2016	28 February 2017	22 March 2017
Review No. 4 2021	9 March 2021	15 March 2021