

# ***NATURAL & BUILT ENVIRONMENT***

## ***Heritage Grant***

### **SCHEME CRITERIA 2017/18**

Please read this information prior to completing your application.

#### **1. Introduction**

Ashburton District has a number of heritage buildings and items that help form the districts' identity. Protecting these buildings and items helps to retain a connection to the districts' history which in turn gives the community a sense of place and belonging.

Council recognises the importance of these heritage buildings and items to the district and the shared responsibility it has with the community to ensure these are preserved and/or restored for current and future generations. Council provides annual Heritage Grants through two contestable grant application processes held in February and August of each financial year.

#### **2. Purpose**

The purpose of the Heritage Grant Scheme is to assist projects that promote the preservation and/or restoration of heritage buildings and items in Ashburton District.

#### **3. Grant Eligibility**

All heritage projects **must** meet the following criteria:

- Preserve and/or restore heritage buildings and items which are scheduled in Group A or Group B of the Ashburton District Plan; and
- Involve specialised maintenance such as replacing matching cladding or fittings that preserve and/or restore the heritage state of the item; and
- Be on privately owned land, except if the heritage building or item is on Council land that is managed by a community group or organisation

#### **4. Assessment Considerations**

Council will consider the following

- The relative heritage value of the item or building in the Ashburton District Plan.
- The contribution that the proposed work will make to the preservation and/or restoration of the item or building.
- The urgency of the work required.
- Other sources of funding potentially available to the applicant.
- Any previous assistance provided by Council.
- Accessibility of the heritage item or building to the general public.

#### **5. Funding**

The maximum individual grant available is \$7,000 and can be no more than 50% of the total project cost. The applicants' share of the project's cost can be in kind work or materials, or financial.

All grants must comply with Council's Community Grants and Financial Assistance Policy.

## 6. Applicant Eligibility

Applicants must be:

- Based in the Ashburton District.
- Applications from a national organisation must be made from the local branch of that organisation.
- Applications will only be accepted on the **completed** Heritage Application form.
- Incomplete applications that do not provide all of the requested information will be excluded from funding assessment.

## 7. Ineligible Projects

The following projects are **ineligible** for Heritage Grant Funding:

- Retrospective works, except in exceptional circumstances such as a natural disaster.
- General maintenance, such as re-painting.

## 8. Funding Agreement

Successful applications must complete and return a funding accountability form on the completion of the project, and within the financial year which funds were granted.

Receipts are required for all expenditure.

Organisations that do not return a completed accountability form will not be eligible for future Council grant funding.

## 9. Disclaimer

The final funding decisions are made at the discretion of Ashburton District Council. Successful applicant's project details may be used for publicity purposes.

## 10. Application Dates

The Heritage Grant is available through two contestable grant application processes held in July and February of each financial year.

# NATURAL & BUILT ENVIRONMENT

## Heritage Grant

### Application Form

Organisation name:

For Office Use only	
Application number	
Application received	
Funds requested	

Organisation details:

*(including purpose,  
membership, history in  
community)*

Status (If applicable):

Charitable Trust

Charities Commission Number \_\_\_\_\_

Incorporated Society

(Please attach a copy of Certificate of Incorporation)

Postal address:

Contact person 1:

Email address:

Phone (daytime):

Contact person 2:

Email address:

Phone (daytime):

Project dates

Start Date

Completion Date

1. What does your project aim to change or improve?

(Why is it necessary?)

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a) What evidence do you have of the problem or opportunity your project will address?

(This may be specific data or a general/anecdotal observation. The information could come from your own or another organisation. Eg: An engineering assessment of the building has been completed and the first priority identified was making the building weather tight).

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b) What is the background and/or context of the problem or opportunity?

(What has been done before? What else is happening?)

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2. To be eligible for heritage funding, your project must comply with **all three** of the following requirements:

Preserve and / or restore to heritage buildings and items which are scheduled in Group A or Group B of the Ashburton District Plan

Involve specialised maintenance such as replacing matching cladding or fittings that preserve and / or restore the heritage state of the item

Be on privately owned land, except if the heritage building or item is on Council land that is managed by a community group or organisation

3. Describe your project:

(Provide a description of the project to be funded and how it will be delivered. If you have a separate project plan (or similar), this can be attached and referred to.)

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4. What is the main **outcome(s)** that your project will achieve?

(How will heritage and the community be better off as a result of this project? / What is the overall improvement you are looking for? The outcome should be a simple, clear and concise statement describing the intended result you aim to achieve. Eg: We will protect the historic post office from weather so in the future it will bring pride to the area, tell the story of our past to the general community and school groups, and attract tourists).

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5. What are the main **outputs** that your project will deliver?

(This is a count of the amount of the particular activity that will be delivered. Eg: Before the end of 2015, we intend to replace 120 meters of weather board and prime and paint them).

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a) What are your **project goals** and how do you intend to measure them?

(Goals are specific deliverables such as "X amount of roofing replaced or weather boards painted with the help of x number of people over x number of weeks". Describe how you will measure these – how will you collect the information or how will someone collect it on your behalf. Eg: We intend to involve 30 volunteers, we intend to remove all rotten wood, we intend to remove all damaged wood from the site, we will replace and paint all necessary wood.)

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6. Please complete this simple budget outline to show what the grant would fund, if successful. (Please attach quotes).

Project budget (Eg. Materials, Tradesman etc)	Council funding sought	Other funding for project	Total
<b>TOTAL</b>			

6. What other funding are you applying for?

Organisation	Amount requested	Result Date

7. Briefly describe any voluntary effort and/or donated material provided for this project

Voluntary Effort	Donated Material

8. What will happen to the project if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?

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## Completing your application

To ensure that your application is complete, please check that you have attached the following

Quotes for the project costs

Confirmation of bank account details (Eg. Pre-printed bank slip)

Certificate of Incorporation (if applicable)

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**Declaration** *This must be completed by a Contact Person listed.*

I/We hereby declare that the information supplied here on behalf of myself /our organisation, to the best of my/our knowledge, is true and correct and that I/we have the authority to make this application on behalf of our group (if applicable).

I/We hereby declare that we have a Health and Safety Plan in place for the project.

I/We consent to Ashburton District Council collecting the personal contact details provided above, retaining and using these details for the purpose of review of the Heritage Grant Scheme. I/We acknowledge my/our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

I/We understand that my/our project details may be used for promotion of the Heritage Grant Scheme and that I/we will be contacted if Ashburton District Council wishes to use these.

I/We have read the scheme criteria and attached the relevant requested information

I/We understand that the funds received as a result of this application may only be used for the purpose in which they were granted and that a project report form with supporting receipts must be submitted to Ashburton District Council on completion of the project.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(if completing electronically either insert digital signature or simply enter your name)

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**Applications close 5pm on Tuesday 28 February, 2017**

Electronic applications are welcomed and can be **emailed to [info@adc.govt.nz](mailto:info@adc.govt.nz)**

Alternately please **drop a copy** at the Council office on 5 Baring Square West, Ashburton

Or **Mail to:**  
Community Grants  
Ashburton District Council  
PO Box 94  
Ashburton 7740  
  
PH: 03 307 7700