

# Natural & Built Environment

## Heritage Grant

### Scheme Criteria 2019-20

*Please read this information prior to completing your application.*

#### 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 July and February of each financial year.

#### 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.

#### 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.

#### 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.

## 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.

## 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.

## 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.

## Funding Agreement

Successful applicants 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.

## Disclaimer

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

## 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

For office use only	#
Application received	
Funds requested	
Funds allocated	

**Organisation name**

**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

# About your project

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

- Preserve and / or restore 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.

2. Describe your project / programme:

*Provide a description of the project / programme 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.*

a) Explain why the project needs to be undertaken

*Provide evidence 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.*

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

3. What is the main **outcome(s)** 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.*

## Financial information

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

<b>Project budget</b> <i>E.g. materials, tradesman costs etc.</i>	<b>Council funding sought</b>	<b>Other funding for project</b>	<b>Total</b>
<b>TOTAL</b>			

5. What other funding are you applying for, for this project?

<b>Organisation</b>	<b>Amount requested</b>	<b>Date results known</b>

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

<b>Voluntary effort</b>	<b>Donated material</b>

7. 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?

# 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)
- 

**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 / programme.

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 Economic Development and Event Funding. 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/programme details may be used for promotion of the Economic Development and Event Funding and that I/we will be contacted if Ashburton District Council wishes to use these.

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 report form with supporting invoices must be submitted to Ashburton District Council on completion of the project / programme.

**Name**

**Signature / electronic signature**

**Date**

Applications close 5pm on Thursday 28<sup>th</sup> February, 2019

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