

Living Heritage Grants Program

2019 Guidelines

February 2019



Heritage Victoria



Environment,
Land, Water
and Planning

Cover image: *Successful grant recipients, the Friends of the Hamilton Botanic Gardens and Southern Grampians Shire Council will restore the Thomson Memorial Fountain in the Hamilton Botanic Gardens with a \$160,000 grant, returning it to operating condition for the benefit of the community and the Garden's visitors.*

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Contents

What is the Living Heritage Grants Program?	3
Who can apply?	3
What types of projects may be funded?	4
What type of projects will not be funded?	4
What are the funding details?	5
How will applications be assessed?	5
What are the funding conditions?	7
What is the application process?	8
When will I know whether I will receive a grant?	9
Case studies: Successful projects	10
Who can I contact about my application?	11
Application checklist:	11
Supporting material checklist:	12

What is the Living Heritage Grants Program?

Victoria's heritage is rich and diverse, as clearly demonstrated by the approximate 2,500 state significant heritage places and objects included in the Victorian Heritage Register. These unique heritage assets contribute to the liveability of Victoria and provide a wide range of economic, social and other benefits. The Living Heritage Grants Program is an initiative of the Victoria State Government and will support the repair and conservation of 'at risk' heritage places and objects identified as being of State significance and included in the Victorian Heritage Register under the provisions of the *Heritage Act 2017*. Applications will be open to local councils, community and not-for-profit organisations, and Committees of Management under the *Crown Land Reserves Act 1978*. Matched funding will also be available for places of worship, and in some instances, heritage places and objects in private ownership if public accessibility criteria can be met and a significant community benefit can be demonstrated.

Is my project eligible?

The Living Heritage Grants Program has four key eligibility checks:

- Is the place or object on the [Victorian Heritage Register](#)?
- Is the place or object publicly accessible?
- Is the applicant organisation or owner/manager eligible to receive funds?
- Are the proposed works eligible conservation works?

Who can apply?

The heritage place or object that is the subject of the application must be on the Victorian Heritage Register. The following parties can apply for a grant:

- a Victorian municipal council
- a community or not-for-profit organisation that is a legal entity (for example an incorporated association, incorporated cooperative or Indigenous corporation) – please note that an incorporated not-for-profit organisation must provide proof of not-for-profit status.
- a Committee of Management under the *Crown Lands Reserves Act 1978*. Groups must meet the conditions of clause 14(4)a (any three or more persons) or 14(4)e (any board, committee, commission, trust or other body corporate or unincorporated established by or under any Act for any public purpose)
- Trusts appointed pursuant to a restricted Crown grant (during the 19th century, under a series of Land Acts, Crown land was often permanently reserved for specified purposes – mechanics' institutes, sports grounds etc. – and granted to trustees on trust for the purposes of the reservation) and Cemetery trusts appointed under the *Cemeteries and Crematoria Act 2003*
- an owner of a privately-owned place or object (including places of worship)– please note that applicants must: match the grant funding on a dollar for dollar basis; must meet public accessibility criteria and; must demonstrate significant community and public benefit from the investment. Matched funding cannot be offered 'in kind' and must relate to the nominated project. For example, if a privately-owned place requires conservation works to the value of \$100,000, the applicant may request \$50,000 from the grant. Private owners must be incorporated, or partner with an organisation that is, please see below for further information.

Funding will not be provided to any party that has failed to complete, or has not yet completed, any projects funded under previous State or Commonwealth heritage grants programs. If the property has an active project under a previous round of the Living Heritage Grants Program (or another funding program for heritage-related works), then this must be completed before applying. Applicants who do not have adequate

insurance or are not incorporated/registered as a not-for-profit will need to partner with another group or organisation who does meet the requirements. This is an 'auspice' arrangement. If your application is successful, the auspice organisation agrees to take the full legal and financial responsibility for the project. Grant funds are paid directly to the auspice organisation. For further information refer to: <http://www.nfplaw.org.au/auspicing>. Applicants must possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment. If the applicant is not the owner of the place, the project and application must have the owner's consent at the time of submission.

What types of projects may be funded?

Projects will include conservation works to the exterior and/or interiors of Victorian Heritage Register listed places and objects to improve their overall condition. The place or object must be publicly accessible. Works should be guided by advice sought from a heritage professional, such as a heritage architect or advisor. It is generally expected that projects will replace materials in a like-for-like manner, rather than introduce modern materials, as is considered best practice. Examples of projects include, but are not limited to:

- works to mitigate the identified risk(s) to the place or object
- repairs to roofs, installation of new guttering and downpipes, or stonework repairs, using traditional materials and methods
- re-stumping and repairs to timber framing, weatherboards, windows and doors
- works that will enable the re-use of a building that has been unoccupied due to poor condition
- repairs, restoration or reconstruction and conservation of an object at risk of deterioration
- protection works such as the installation of appropriate fire protection systems
- documentation projects will be considered if the project outcomes demonstrate a commitment to undertake urgent 'at risk' works to the place. Documentation projects may include for example, conservation management plans that include a prioritised and costed works action plan.

What types of projects will not be funded?

Certain projects will be ineligible for grant funding through the Living Heritage Grants Program. These include, but are not limited to:

- projects relating to heritage places and objects that are not on the Victorian Heritage Register
- works that are the subject of State or Local Government 'Emergency Works Orders'
- works to privately owned heritage places and objects, and places operating on a commercial or for-profit basis, unless public accessibility criteria can be met, and a significant public benefit can be demonstrated
- purchase of heritage places, associated land, equipment, furniture, storage or display cabinets
- employment or remuneration of staff
- relocation of heritage buildings or objects
- refurbishment projects involving, for example, the purchase of new carpet, and the installation of kitchens and bathrooms and construction of new buildings (such as a new toilet block, storage facility, fence or museum) or new additions to heritage places
- projects that have already started
- works to heritage places and objects that have no general public access or where access to the general public is limited.
- demolition or other works that may affect the heritage significance of the heritage place or object

- interpretation projects
- regular maintenance activities that should normally be carried out to keep the place or object in good repair. This could include, for example, cleaning or repairing of blocked or broken stormwater and sewer lines, blocked gutters and downpipes, broken water services or leaking taps and toilet cisterns, damaged or defective light fittings and general painting works
- repair of damage caused by vandalism, fire or other natural disasters where the repair of damage should be covered by insurance
- any other projects deemed ineligible after assessment of application.

What are the funding details?

An amount of between \$20,000 and \$200,000¹ per project is available.

Complex or multi-phased projects may be eligible to apply to more than one grant round. This may be done if, for example, a project to restore a place involved complete restoration of a roof and associated works that would exhaust the full \$200,000 allocation for that year. In order to apply for a grant in a subsequent grant round, any previous funding provided would need to have been completed and fully acquitted. Successful grant applications for stage one of a project will **NOT** guarantee the awarding of a grant for any subsequent rounds. It is therefore essential that each project stage is able to be completed within the allotted timeframe, and without reliance on receiving future funding. The table below shows the funding available and the funding ratios that apply:

Applicant type	Minimum grant	Maximum grant	Required funding ratio
Victorian municipal councils	\$20,000	\$200,000 ¹	DELWP \$1: \$0 Other
Community or not-for-profit organisation that is a legal entity			
A Committee of Management appointed under the <i>Crown Land Reserves Act 1978</i>			
Trusts appointed pursuant to a restricted Crown grant			
Cemetery Trusts appointed under the <i>Cemeteries and Crematoria Act 2003</i>			
Private owners	\$20,000	\$200,000 ¹	DELWP \$1: \$1 Other
Places of worship			

For projects valued at \$50,000 or more, an appropriately qualified project manager, with experience in heritage conservation, will be required and a percentage of the grant funds. The percentage will be determined at the time of entering into the Funding Agreement. If applicable, the project manager should be nominated in the application

How will applications be assessed?

Heritage grants will be awarded through a competitive process. Once the application round has closed, all applications will be assessed against eligibility and assessment criteria. Only complete applications will be assessed, and you may be contacted during the assessment process to clarify elements of your application. Not all eligible applications will receive a grant offer. In awarding grants, priority will be given to projects relating to places identified as being 'at risk' and where there is demonstrable heritage conservation, community, social, economic and environmental benefits. Applicants will be asked to demonstrate how their proposed project will achieve these priorities.

1. Grants above \$200,000 may be considered in exceptional circumstances.

Applications will be assessed against the eligibility (see p. 3 'is my project eligible') of the proposed project, and how the project addresses the following criteria:

Why?	The project is needed in order to address the risk to the place or object, including the urgency of the works	20%
How?	The proposed project will be undertaken, including the use of traditional trades and techniques	20%
Who?	Will be conducting and overseeing the works (i.e. a suitably qualified project manager, heritage architect or other heritage professional)	10%
What?	The intended outcome(s) of the project will be, including any heritage conservation, community and social, economic and environmental benefits	50%

Weightings in percentage are provided as a guide to the relative importance of different criteria in the assessment process. Assessment of applications will also consider benefits to rural and regional communities, and metropolitan fringe or high growth areas, to ensure a fair spread of support to heritage places and objects across the state. Where there is high demand for funding, grants may be offered for high priority works only (i.e. works that specifically address the risk to the place or object). Where a project presents both high and low priority works, the low priority works may not be awarded funding. Applications are required to outline how the project will provide **at least one benefit** in each of the following four categories. Please note that the more benefits that are demonstrated within the application, the more competitive the application will be.

Heritage conservation benefits

Addresses the need for urgent and necessary works such as roof repairs or structural works

Has an appropriate conservation approach

Will use traditional heritage trades and skills

Community and social benefits

Involves a collaboration or partnership between a number of stakeholders, such as a community group and a local council, or a church hall and a local welfare organisation

Provides new or improved community facilities

Offers opportunities for community events and increased social interaction

Provides increased education and training opportunities

Delivers increased community understanding of, and participation in, heritage conservation and celebration of heritage places and objects

Enhances public health and safety

Economic benefits

Improved tourism opportunities

Increased private spending and business opportunities

Provides employment opportunities

Promotes reduced maintenance costs

Environmental benefits

Demonstrates re-use or improved use of a heritage asset

Provides a positive contribution to the visual environment

Promotes sustainable use of heritage assets (reduced consumption of building materials, or new uses for a building of high replacement value)

Demonstrates sustainable use of resources (reduced energy or water use)

What are the funding conditions?

Funding Agreement

Successful grant recipients must enter into a funding agreement with the Department of Environment, Land, Water and Planning (DELWP). Funding agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants review the Funding Agreement standard terms and conditions before applying. No funding will be released until DELWP and the applicant have executed the Funding Agreement. A sample grant agreement is available at: www.heritage.vic.gov.au/grants/living-heritage-program

Funding Conditions

The following conditions will apply to successful applicants:

- works cannot proceed without a permit or permit exemption issued by the Executive Director, Heritage Victoria under the *Heritage Act 2017* (refer to: <https://www.heritage.vic.gov.au/permits/apply-for-a-permit>).
- It should be noted that a successful application does not equate to the granting of a permit or permit exemption under the *Heritage Act 2017*
- the project must commence within six (6) months of entering into the Funding Agreement with DELWP. Projects that have not commenced within this timeframe must contact the grants team to explain the delays and negotiate an appropriate commencement date. Grant recipients that fail to provide this advice may risk voiding the Funding Agreement and having to return any funds that have been provided
- funds must be spent on the project as described in the application and any unspent funds must be returned to DELWP, as per the Funding Agreement
- issues concerning the return of unspent funding will be resolved between DELWP and the organisation after the Funding Agreement expires or the completion of the project, whichever occurs first
- any variation to the approved project must be submitted to the DELWP for approval prior to implementation
- successful applicants are expected to acknowledge the Victorian Government's support, and promotional guidelines will form part of the funding agreement as outlined in the *DELWP Acknowledgement and Publicity Guidelines*. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project. Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials
- successfully funded projects will be required to submit reports detailing the progress and outcomes of the Living Heritage funding as per the Funding Agreement
- successfully funded projects will be offered funding as a GST exclusive amount. However, for organisations with an ABN and who are GST registered, payment will be made GST inclusive
- successfully funded places under private ownership will be required to repay the full amount of the grant to the DELWP if the property is sold within six (6) months of completion of the grant and project.

What is the application process?

To apply submit your application through the online portal (available when the applicable round opens on **4 March 2019**) on the department's website at: <https://www.heritage.vic.gov.au/grants/living-heritage-program>

Applications **must be submitted through the online portal** by **Friday 10 May 2019** at 5.00pm. Late or incomplete applications will not be considered. When you apply online you will receive an acknowledgement email with an Application Number. Please quote your Application Number in all future correspondence relating to your application.

You can attach documents to your online application as long as they are in an acceptable file type (e.g. Word, Excel, PDF, or JPEG). Please note:

- Attached files must not be larger than 5MB in size
- When you submit your application online check carefully to ensure all your attachments have been uploaded

If you have documents to submit that cannot be attached to your online application you can email them to living.heritage@delwp.vic.gov.au, quoting your application number. Attach all documents to one email, zipping the files if required.

The application must include at least two written quotes (GST exclusive) for each eligible component of works, totalling the estimated cost of the project. Quotes must be dated and have been obtained within the last six (6) months. Please ensure quotations are broken-down, detailed and are based on the same scope of works to allow comparative analysis. It is recommended that a written brief is supplied to contractors to ensure quotes are comparable. Heritage Victoria acknowledges that this may be difficult in rural areas, and under some circumstances one quote may be acceptable.

All required sections of your application form must be completed before submitting. If you are having difficulty downloading information or technical difficulties with the online application, please **contact the Grants Information Line** on **1300 366 356**.

Some tips for a strong application in 2019

- Describe the risk to the place or object and how this project will mitigate that risk
- Include at least two contractor quotes
- Include detailed scoping and seek heritage advice before lodging an application
- Include evidence of public access to the place or object
- Describe how the project will benefit the wider community and other benefits the project will achieve
- Include involvement of a suitably qualified project manager, if required
- Seek a permit or permit exemption request from Heritage Victoria
- Complete the application form
- Provide realistic project timelines
- Include letters of support
- Provide information regarding the ownership of the place including consent, if required
- Provide information regarding the impact the project may have on the potential archaeology of the site.

By applying, the applicant acknowledges that:

- the *Living Heritage Grants Program 2019 Guidelines* and the terms have been read and understood
- all information provided within your application is correct (providing any false or misleading information may result in the rejection of the grant application)

- DELWP may follow up and confirm any information contained in your application and may request additional information. Failure to provide the information may mean that the application is unable to be assessed and result in the rejection of the application
- if successful, details of the grant will be made public on Heritage Victoria's website (including the address of the place, Victorian Heritage Register number, description of works funded and the total funding amount)
- the applicant and owner of the property agrees to allow Heritage Victoria to use or publish any photographs supplied for the purposes of promotion on the DELWP website, intranet and social media accounts, and in any printed material or media
- it is recognised that the DELWP is collecting your personal information (such as your name and contact details) and supporting material in order to assess your eligibility for grant funding and contact you about your application. Your information will be held and managed in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*
- any personal information about you or a third party in your application will be collected by the department for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement
- Any personal information about your or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* and other applicable laws
- The Department of Environment, Land, Water and Planning (DELWP) is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at <http://delwp.vic.gov.au/privacy> and requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 3002 or by phone on 03 9637 8697. information and uploaded images and documentation in this application is stored on GEMS (grant management system) and HERMES (Heritage Victoria's heritage database) in sections accessible to DELWP employees

When will I know whether I will receive a grant?

After the successful applications have been approved, all applicants will be notified of the outcome of their application by letter. Unsuccessful applicants will be given a general indication of why their application did not receive funding. All decisions are final and are not subject to further review. Applicants who did not receive funding are welcome to ask for feedback on their application. An indicative grant round timetable is outlined below. Please note that the timeframes provided are indicative only and subject to change. This depending on the number and complexity of applications received.

4 March 2019

Applications open

10 May 2019

Applications close

June – mid July 2019

Assessment and decision making

From August 2019

Successful grants announced

From September 2019

Successful applicants enter into Grant Agreement

From September 2019

Necessary permits and approvals obtained, and projects commence

Case studies: Successful projects

For a complete list of projects previously funded through the Living Heritage Grants Program, please visit: <https://www.heritage.vic.gov.au/grants/living-heritage-program>. Examples of funded projects include:



Mortuary Chapel, Bendigo Cemetery, Bendigo

Bendigo Cemeteries Trust

A grant of \$200,000 was awarded in the 2016-17 round for urgent conservation works to the mortuary chapel's exterior and interior. Currently closed to the public owing to its poor structural condition, the conservation works will allow the multi-denominational chapel to once again become available for weddings, music recitals, receptions, and its original function as a mortuary chapel. The Bendigo Cemetery is open daily.



Ebenezer Mission, Dimboola

Dimboola Barengi Gadjin Land Council

A grant of \$200,000 has been awarded to the Barengi Gadjin Land Council to fund urgent conservation works to all registered buildings at Ebenezer Mission, including structural repair and roof works. Established in 1858-59, Ebenezer Mission has historical and pre-historical associations with Aboriginal communities and a long history of shared values. The land on which Ebenezer is located is of great significance to the Wotjobaluk, Jaadwa, Jadwadjali, Wergaia and Jupagulk peoples and the former mission is the oldest of its type in Victoria.



Wollaston Bridge, Warrnambool

Warrnambool City Council

A grant of \$195,000 has been awarded to Warrnambool City Council to undertake urgent conservation works to the failing timber elements of the Wollaston Bridge. The suspension bridge was erected across the Merri River in 1890 as an entrance to the Wollaston Estate. Today, the bridge is one of the oldest surviving cable suspension bridges in Victoria and a local landmark. The bridge provides a key link for pedestrians over the Merri River and is frequently used for birdwatching, cycling, and other recreational activities.



Omeo Justice Precinct, East Gippsland

Shire Council

A grant of \$200,000 has been awarded to fund urgent structural repairs to the Old Court House dating from 1859 and conservation works to the New Court House dating from 1893 at the Omeo Justice Precinct. The precinct is one of the most intact example of a nineteenth century police and court complex known to survive in Victoria. The precinct is open to the public 7 days a week, from 10am-2pm. The Old Court House houses a museum, and the New Court House is used as a regular Magistrate's court. Due to the poor state of both buildings, use for community events are currently limited. The grant will enable increased public use of these important heritage assets.

Who can I contact about my application?

Visit the Living Heritage Program website at: <https://www.heritage.vic.gov.au/grants/living-heritage-program> for assistance including summaries of all previously funded projects, *frequently asked questions* and sample funding agreements.

If you are having difficulty with the online application, please **contact the Grants Information Line on 1300 366 356**. The Heritage Victoria grants team will be happy to provide you with any information you may need; however, they are unable to assist you in completing your application. In the event that any additional information is required to support your application, the grants team will contact the applicant directly. Please contact Heritage Victoria at: living.heritage@delwp.vic.gov.au or call **(03) 9938 6870** for more information.

Application checklist:

- you have searched the Victorian Heritage Database and you have supplied the Victorian Heritage Register name and number for the place or object
- you have supplied the relevant ABN for the organisation nominated in the application
- you have indicated if the applicant/organisation is registered for GST
- you have supplied proof of not-for-profit or Committee of Management status, if applicable
- you have supplied details of any other grants applied for or awarded in relation to the place or object that is the subject of this application
- you have given an outline of the risk to the place or object
- you have explained your heritage methodology and/or specified the heritage consultant involved in the project
- you have described the level of public access to the place or object, i.e. list of community groups that utilise the place, community service provided, opening hours, or visitation statistics
- you have indicated the benefits of the proposed project (including heritage conservation, social and community, economic and environmental benefits)
- if applicable, you have identified the appropriately qualified project manager with experience in heritage conservation who will oversee the proposed project
- you have indicated the amount of funds that will be contributed by the place or object owner (please note matched funding dollar for dollar is mandatory for private and for-profit owners, and places of worship)
- you have searched [VicPlan](#) to confirm if the site is on the Victorian Heritage Inventory and/or is a potential place of Aboriginal Cultural Heritage, and (if applicable) supplied the Victorian Heritage Inventory number and considered if the project will impact upon the Aboriginal or Historic archaeology of the site.

Budget checklist

Your project budget should include:

- fees for permits and approvals (Heritage Victoria, Aboriginal Victoria, council and hoarding fees etc if applicable)
- cost of a Heritage Advisor's involvement throughout the life of the project
- cost of a project manager for managing the grant administration (if not internal – note, all projects over \$50,000 must have an appropriately qualified project manager appointed)
- cost of an archaeologist (if applicable)
- fee to prepare a Cyclical Maintenance Plan (if not internal)
- at least 15% contingency for unexpected costs

Supporting material checklist:

Your application must include:

- scanned PDF or JPEG copy of the current Certificate of Title
- signed letter of consent for the application and proposed project from the owner of the place or object, if not the applicant
- if applicable, proof of not-for-profit or Committee of Management status
- images of the place or object, including images that clearly depict the risk to the place or object, in JPEG
- supporting information detailing the risk to the place, as required
- supporting information detailing public access to the place, as required
- supporting information detailing the scope of the proposed works as it relates to mitigating the identified risk, as required
- two comparable written quotes for the proposed work in Word, JPEG or PDF format
- supporting information detailing your project budget (see above checklist)

