

Guidelines to help you complete your online application

These guidelines will help you to gather all the documents and information that you will need to complete the heritage grant application form online.

The heritage grant application is via smartygrants. If you have used this platform before you can use your existing login details. If this is the first time you have used smartygrants, you will need to create an account with login and password.

Planning permit or permit exemption

To be eligible for this grant, your property must have a Heritage Overlay, which may require a planning permit application for works to be undertaken.

Please contact Council's Planning Department on 1300 787 624 to discuss your project and the planning requirements **BEFORE you start** your application.

Applications can be submitted without a planning permit; however, planning permits must be in place **BEFORE** any works commence and proof of permit is sent to Council.

Applicant details

- These are your contact details, so we know who to contact about the outcome of the grant or if we need more information
- If you are not the owner of the place/site (i.e.: you lease or rent the property), please obtain written permission from the owner for the works to occur. If this is not included in your application, it will be a condition of the grant that this is obtained and forwarded to Council **BEFORE** any works can be undertaken.
- If the application is being made by a community group that leases a Council property, all licenses, leases, and agreements must be current and signed for the application to be assessed
- If you or your organisation has an incomplete or outstanding grant project with Cardinia Shire, you are not eligible to apply for further Council grants at this time
- Please contact Council's Sustainability and Heritage Officer if you wish to clarify any of the above before starting your application.

Place or site details

- Include the name of the site ie: Kaduna Park Homestead
- List the physical address of the place or site
- Heritage Overlay number can be found using the community compass tool on the heritage grant page on Council's website.
 - Click on the magnifying glass and start typing the site's street address into the search bar at the top of the page until you see the full property address appear. Select the address.
 - Select 'planning zones and overlays' from the menu and check to see if the site is in a heritage overlay
 - If it does have a heritage overlay, it will have a HO## number, this is the number that you need to include in your application. If it does not have a HO number, it doesn't meet the funding criteria and is ineligible.
- Grant categories
 - Category 1: sites open to the public: these are sites or places that are accessible to the public, such as a public hall, church or shop,
 - Category 2: private sites not open to the public: these are sites or places not open to the public, such as a private residence, **This includes significant trees, hedges or gardens on private property**

Site significance and usage

- The heritage significance of your site should include a brief outline of the known and recorded history the site or place.
 - Local historical societies would be able to assist with the local history www.cardinia.vic.gov.au/info/20007/your_shire_and_council/288/cardinia_shires_history_and_heritage#society
 - Citations on Victorian Heritage database <https://vhd.heritagecouncil.vic.gov.au/>
- Outline how the place or site is currently being used i.e.: for community gatherings or as a private home

Project details

- Give your project a name i.e.: church restumping, façade restoration.
- What is the application for:
 - **Preservation:** Maintaining a place in its existing state and preventing further deterioration.
 - **Restoration:** Returning a place to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.
 - **Reconstruction:** Returning a place to a known if there is sufficient evidence. and is distinguished from restoration by the introduction of new material.' Provide an outline of what the project will deliver
 - If repainting is part of the project, include details of the paint and colour that will be used
 - **Horticultural works or tree maintenance:** these are works that will help maintain the historical value of gardens, trees and hedges (that have a HO).
- Why is the project required? e.g.: the guttering has rusted out and needs to be replaced, the walls need repainting to ensure the preservation of the building

Community benefit criteria

- Your project must meet at least one of the community benefit criteria outlined on Council's website and listed in the application form. This is a tick box question, with multiply criteria able to be selected

Project budget and grant request

Category 1 sample: publicly accessible sites

Income	\$	Expenditure	\$
Cash in the bank	2,722.00	Painting	2,000.00
In kind contributions	528.00	Restumping	3,000.00
Heritage grant	3,250.00	Gutter replacement	1,500.00

Budget totals

Total expenditure and total income should be the same value, to ensure the cost of the project is fully funded

Total income amount	Total expenditure amount	Income-Expenditure
\$6,500.00	\$6,500.00	\$0

Outline the details of any in-kind contributions listed above

- This is only applicable for publicly accessible site applications only.
- You may provide in-kind contributions including volunteer labour (costed at \$33 per hour) or donations of goods and services, as a part of your contribution towards the total project cost.
- Works that are classed as "high risk work" (including all work that requires a licensed tradesperson, e.g. plumbing, electrical, asbestos removal) **will not** be considered, as in-kind contributions.

Example of information to be included in this section:

- Donation of paint from Bunnings \$350
- 2 people x 8 hours of paint preparation works = 16hrs x \$33/hr = \$528.00

Category 2 sample: private site

Income	\$	Expenditure	\$
Savings and small loan from the bank	9,500.00	Painting front of house	5,000.00
Heritage grant	2,500.00	Gutter replacement at front of property	3,000.00
		Restoration of front window	4,000.00

Budget totals

Total expenditure and total income should be the same value, to ensure the cost of the project is fully funded

Total income amount	Total expenditure amount	Income-Expenditure
\$12,000.00	\$12,000.00	\$0

CSC Heritage grant amount

- Category 1: heritage sites that are open and accessible to the public, are eligible to apply for 50% of the project cost up to \$5000
- Category 2: Heritage sites that are private sites and not open to the public, such as private residents will be eligible to apply for 25% of project cost up to \$2500.

These are the maximum contributions Council will make to a project, regardless of the total cost of the project i.e.: if the project cost is \$20,000, Council will contribute a maximum of \$5,000 for publicly accessible sites or \$2,500 for private sites.

Your financial contribution

- Outline how the works will be financed e.g.: loan, fundraising funds, donations, other grants etc.
- For community organisation, you will need to provide evidence of your capacity to finance this project. Please attach a copy of your most recent bank statements

Supporting information and documentation

- Supplier/contractor quotes (expenditure)
 - Your application must be supported with at least one written quote from relevant contractors/suppliers.
 - If the heritage place or site is Council owned, ensure that all quotes obtained are sourced from contractors that meet Council requirements and they are able to provide these documents with your Grant Request form:
 - current \$20m Public Liability Insurance
 - current WorkCover or Personal Injury Insurance
 - evidence of a safety management system (OHS policy)
 - Safe Work Method Statement (SWMS)
 - current \$2m Professional Indemnity Insurance
- Copy of bank statement (for community groups only)
- Photos of the place or site showing the current condition and where the works will be undertaken
 - If you have more than 1-2 photos, suggest coping into a document and upload that one document, rather than individual photos
- If available, copy of any Conservation Management Plan or management recommendations for the place/site
- If applicable, written permission from the owner of the property (if that is not the applicant)
- Copies of planning permits and consents for works.

NOTE: planning permits (or written exemption) must be in place BEFORE any works commence and proof of permit is sent to Council. Council will accept applications without permits, however it is recommended permit applications be lodged prior.

Before you click the submit button

Have you included the following in your submission:

- ✓ The Heritage Overlay (HO) number of the place, site or tree
- ✓ Written permission to undertake the proposed works from the property owner (if applicable)
- ✓ Quotes from relevant contractors for proposed works
- ✓ Photos showing the current condition and where the works will be undertaken
- ✓ Copy of Conservation Management Plan or management recommendations for the place/site (if available)
- ✓ Copies of planning permits and consents for works (if applicable)
- ✓ Does the expenditure and income equal each other (i.e.: are the proposed works fully funded) in the budget section

Need help?

Contact Council's Sustainability and Heritage Planner on 1300 787 624