

heritage grant application form 2021

Form Preview

Applicant Details

* indicates a required field

Applicant Name *

Title

First Name

Last Name

Contact phone number (BH) *

E-mail *

Are you applying as an individual or on behalf of a group/organisation? *

☐ Individual

☐ Organisation

If a licence, lease or funding agreement exists between Council and your community organisation, then the agreements need to be signed and current in order for you to be eligible to apply *

☐ Yes, our agreement is current and signed

☐ No, our agreement is not current

☐ We don't require an agreement with Council

Community groups with incomplete or outstanding projects are not eligible to apply for further grants. *

☐ We have no outstanding projects

☐ Yes we have an incomplete project- Please contact Council's Heritage Officer to discuss

Contact Details - Organisation

Name of organisation *

Postal Address *

Address

Suburb State Postcode

Must be an Australian post code

Contact Details

Postal Address *

Address

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Suburb	State	Postcode

Must be an Australian post code

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

Application Details

* indicates a required field

Place or Site Details

To view the Heritage Overlay please visit Council's [Heritage Grants page](#)

Name of place or site *

What is the Heritage Overlay Number for the place or site? *

Address of place or site *

Address

Suburb State Postcode

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Is the place *

- ☐ a public place?
☐ a private place that is open to the public?

Please describe the heritage significance of this place or site *

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Must be between 50 and 300 words

Please outline how this place or site is currently used *

Must be between 50 and 300 words

Project Details

To view the Community Benefit Indicators, please review the grant guidelines section accessible on Council's [Heritage Grants page](#)

This application is for *

- ☐ works on a heritage place or site
- ☐ works to improve public access to a heritage place or site
- ☐ development of a Conservation Plan
- ☐ development of interpretation signage

Please name your project *

Please outline your proposed project *

Must be between 100 and 300 words.

Why does this project need to be undertaken? *

Refer to the funding priorities and project eligibility criteria. Describe how your project meets these requirements e.g. place is under threat/at risk, works to address the long term conservation of the place, increases access to the place, interprets the significance of the place for the community, develops a conservation or interpretation management plan. N.B. Must be between 100 and 300 words

How will the community benefit from this project? *

Must be between 100 and 600 words

interpretation signage information

Please include all relevant information

Sign content - provide a document with the information you want included on your signs.

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Location map - a map showing where you would like your sign/s to be located

Photos - any photos that you want included on your sign

Sign content	Location map	Photos	other information

Click here to view the [Burra Charter 2013](#)

How is the project consistent with the Burra Charter 2013 or a current Conservation Management Plan for the place or site? *

Must be between 100 and 300 words. Please include outline of the Conservation Management Plan (if applicable).

Supporting Documentation

Please attach any relevant supporting documentation below, including:

- Photographic evidence of the place or site prior to works commencing, showing condition.
- Copy of any Conservation Management Plan or management recommendations for the place, if available.
- Copies of applications for all necessary planning or building permits and consents for works.

If you are unable to attach electronically, you can post to:

Cardinia Shire Council Attention: Heritage Officer

Post: PO Box 7 Pakenham VIC 3810

Attach a file:

Project Budget and Grant Request

* indicates a required field

Supplier/Contractor Costs

Your application must be supported with quotes from contractors/suppliers.

Projects valued from \$0 to \$1000 require one written quote.

Projects valued from \$1,001 to \$5,000 require two written quotes.

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Projects valued above \$5,000 require three written quotes.

If the heritage place or site is Council owned please 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

If you are applying to develop interpretation signage please break down the cost into;

- Graphic design and illustration (maps) development cost. For assistance with obtaining a quote please contact Council's Heritage Officer.
- Production (printing) and Installation (poles) cost.

Scope of work to be undertaken

Attach quotes Preferred contractor

Quoted cost

			\$
		Please indicate the name of the contractor and why they are your preferred choice. N.B. must be between 20 and 100 words	including GST of preferred supplier quote

In-kind contributions

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.

Will there be in-kind contributions to your project?

☐ Yes ☐ No

Description of contribution

Quotes Value

		\$
scope of volunteer labour (task, number of people, number of hours); and/or description of donated goods/services	if a donation of a good or service, please provide a quote to substantiate the value of this contribution	Quoted value of donation of goods/services or value of volunteer labour (calculated at \$33 per hour)

Your financial contribution

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Apart from any in-kind contributions noted above, how will you finance the proposed project? *

e.g. please provide details of other grants applied for (name of grant, how much applied or etc), your cash contribution, donations etc.

Please attach evidence of your capacity to finance this project

Attach a file:

e.g. bank statements, confirmation of donations or other grants received, confirmation of other grants applied for and when an outcome will be known etc.

Volunteer labour

You may provide volunteer labour as part of your contribution towards your project. Any work that is not trades work or classed as "high risk work" (including all work that requires a licensed tradesperson, e.g. plumbing, electrical) can be considered to be performed by volunteers.

For more information about what is considered to be "high risk work", please visit: <http://www.safeworkaustralia.gov.au/sites/swa/whs-information/licensing/high-risk-work/pages/high-risk-work> or contact Council's OHS Officer on 1300 787 624.

Volunteer labour will be reimbursed by Council at the rate of \$33.00 per hour, as part of the grant allocated to your project.

Scope of work	Number of people	Hours	Total

Grant amount

Total value of project *

include works to be paid for and in-kind contributions

Grant requested *

50% of total project value to a max. of \$5,000.

Please note, if you are unable to attach quotes or evidence of your financial capacity to undertake this project electronically, you can post to:

Cardinia Shire Council

Attention: Heritage Officer

Post: PO Box 7 Pakenham VIC 3810

