

# Local heritage fund project application form for applicants – 2024/2025

This form should be completed by all applicants who wish to obtain funding for their project from their council’s local heritage fund.

<b>1. Project name and address</b>	
Project name	
Address of project	
<b>2. Project details</b>	
Provide a short summary of what your project will achieve (under 100 words)	

<p>What will you do with the local heritage fund funding?</p>	
<p>Project scope and itemised costing</p>	<p><i>Attach your project scope and itemised costing, and any supporting information, as a separate file or files, as Word or Excel documents. Please keep supporting information to a minimum.</i></p>
<p>Attach digital photos of your project as embedded Word files in column opposite. Email or post additional photos.</p>	
<p><b>3. Project funding</b></p>	
<p>Total project cost</p>	<p>\$</p>
<p>How much are you contributing?</p>	<p>\$</p>
<p>How much funding are you requesting?</p>	<p>\$</p>
<p><b>4. Funding eligibility</b></p>	

<p>To be eligible for funding, you must answer 'yes' to <b>at least one</b> of the following:</p> <p>My project is:</p> <ul style="list-style-type: none"> <li>• for a heritage item or an item included in a conservation area in the council's local environmental plan</li> <li>• supported by the council's heritage advisor or other heritage specialist as being of heritage significance</li> <li>• an item listed on the State Heritage Register</li> <li>• other (please specify below)</li> </ul>	<p><i>Please click either 'Yes' or 'No' box in each set below:</i></p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p>To be eligible for funding, you must answer 'yes' to <b>all</b> of the following:</p> <p>I will complete my project and claim my project funding by <b>14 April 2025</b>.</p> <p>I acknowledge that I may need to arrange local council or Heritage Act approvals for these works, apart from this funding application.</p>	<p><i>Please click either 'Yes' or 'No' box in each set below:</i></p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
<p><b>5. Funding priorities</b></p>	
<p>Describe ways in which your project will achieve one or more of the funding priorities set out below.</p> <p>If your project is for heritage items in a well-maintained heritage streetscape or landscape setting, the funding priorities are:</p> <ul style="list-style-type: none"> <li>• Projects that enhance the presentation of buildings in the Lachlan Shire Council</li> <li>• Projects that ensure the safety of awnings and verandahs.</li> </ul> <p>If your project is for a heritage item or for heritage items with public access and visibility, the funding priorities are:</p> <ul style="list-style-type: none"> <li>• Projects that enhance the presentation of buildings.</li> <li>• Projects that assist with improving compliance with BCA, disability access &amp; fire regulations.</li> </ul>	<p><i>Please type in the funding priority or priorities below, then explain ways in which your project will achieve the priority or priorities.</i></p>

<p>If your project is for urgent maintenance works to avert management risks, for example, to manage severe deterioration or avoid demolition or demolition through neglect, the funding priorities are:</p> <ul style="list-style-type: none"> <li>• Projects that stabilise significant structures.</li> <li>• Works that ensure the ongoing integrity of significant structures, including repair of roofs &amp; guttering, improvement of drainage, repair of termite damage, repair or replacement of failed building elements.</li> </ul>	
<p><b>6. Common selection criteria</b></p> <p>Answer <b>all</b> the following questions – 6a, 6b, 6c and 6d</p>	
<p><b>6a. Sustainable long-term heritage benefits</b></p> <p>Describe ways in which your project contributes to the sustainable management of the heritage item, such as through the development or update of a conservation management plan, maintenance plan, sustainability management plan.</p>	
<p><b>6b. Public benefit and enjoyment: community leadership</b></p> <p>Describe ways in which your project increases opportunities for learning, access and enjoyment; supports active community support, involvement, and employment; supports regional economies; and encourages positive community attitudes</p>	
<p><b>6c. Innovation</b></p> <p>Describe ways in which your project involves a high degree of innovation and creativity</p>	
<p><b>6d. Capacity and commitment to undertake the project</b></p> <p>Do you have the necessary time, and project and financial management skills, to successfully undertake this project?</p> <p>Will your project be completed within the funding timeframe and be fully claimed by <b>14 April 2025</b>?</p>	<p>Yes:                      No:</p> <p>Yes:                      No:</p>

<b>7. Local Council contact or Heritage Advisor</b>	
I have discussed my project with a Council officer or heritage advisor before lodging this application?	Yes:                      No:
Name of contact	
<b>8. Applicant details</b> <i>The council will correspond with this person</i>	
Name	
Mailing address (remember to include postcode)	
Phone number (business or day)	
Mobile phone number	
Fax number (business or day)	
Email address	
ABN registered name	
ABN number	
Are you registered for GST	Yes:                      No:
<b>9. Ownership</b> <i>Only complete this if you are not the owner of the heritage item. Otherwise, go to question 10.</i>	
Owner's name	
Contact name (if the contact is not the owner)	
<b>10. Applicant's declaration</b>	
I confirm that all the information provided in this project application is true and correct to the best of my knowledge	Yes:                      No:
I have completed all the questions in this project application form	Yes:                      No:
I have attached all requested other information as separate electronic files	Yes:                      No:
Signature	
Date	

## Do you need assistance in completing this form or more information?

Please contact:

- Council's Heritage Advisor Sue Jackson-Stepowski on 0407 979 897 or by email [stepowsk@tpg.com.au](mailto:stepowsk@tpg.com.au)
- Environment and Planning section on 6895 1900 or [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

## Submitting your application

**Email** your completed application form, and attached images and other information, to [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

**or**

**Post** your completed application form, and attached images and other information, to:

Lachlan Shire Council,  
PO Box 216  
CONDOBOLIN NSW 2877

Please do not post **and** email your application.