

Local Heritage Grant Information Kit

2023–2024



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1. Program objectives

The objective of Redland City Council's Local Heritage Grant program is to protect, conserve and enhance properties of local heritage significance, identified on the Local Heritage Register (Schedule 7 – Heritage Schedule of the Redland City Plan 2018).

The program aims to achieve the objectives by providing support to landholders or occupiers of local heritage places through funding towards initiatives that serve to protect, restore or reinstate local heritage values.

2. Redland City Council strategic goals

The program is guided by Council's Liveable Neighbourhood objectives outlined in [Our Future Redlands – A Corporate Plan 2026 and Beyond](#) which seeks to support the unique character and identity of the Redlands Coast.

3. Available funding

Grants of up to \$5,000 will be provided for projects and activities that encourage and assist with the maintenance and preservation of local heritage places identified on the Local Heritage Register. There are two levels of funding available under the Local Heritage Grants program as follows:

| Category | Available funding | Applicant cash contribution |
|--|-------------------|-------------------------------------|
| Funds towards works that serve to protect, restore or reinstate local heritage values. | Up to \$5,000 | Nil |
| Funds towards professional heritage consultancy services. | Up to \$5,000 | 20% cash contribution up to \$1,000 |

Cash contribution

Applicants are required to make a 20% cash contribution where funding is requested towards consultancy services including to fund a new or updated conservation management plan, heritage management plan or structural engineering report. For example:

| Consultants fee | Applicant cash contribution |
|-----------------|-----------------------------|
| \$3,000 | \$600 |
| \$5,000 | \$1,000 |
| \$10,000 | \$1,000 |

Applicants must engage a consultant with the appropriate qualifications and/or experience for which their services are requested.

4. Eligible applicants

To be eligible to apply for funding the applicant must:

- be either the owner or occupier of the local heritage place, or a person employed on behalf of the owner / occupier to undertake the work (i.e. consultant / contractor, etc.).
- where the applicant is not the owner, the applicant must obtain the consent of the owner for the lodgment of the application.

5. Eligible properties

Eligible properties are privately owned local heritage places as identified on the Redland City Council Local Heritage Register. Refer to Schedule 7 – Local Heritage Schedule of the City Plan and the accompanying Heritage overlay mapping on Redland City Council’s website for a current list of identified properties:

www.redland.qld.gov.au/CityPlanDocuments

6. Eligible projects

Funding will only be provided for projects conducted on places entered on Schedule 7 – Local Heritage Schedule of the City Plan at the time of application and for the duration of the project.

Eligible projects include:

- The cost of consultancy fees to prepare or update a conservation management plan or heritage management plan.
- Structural engineering reports.
- Urgent repair/conservation work including:
 - restumping
 - repairs to timber framing, decking, windows and doors
 - reroofing
 - painting
- The cost to maintain heritage features.
- To reinstate lost features important to the heritage character of the place.
- Reversing unsympathetic alterations to restore original form.

7. Ineligible projects

The Local Heritage Grant program supports projects that demonstrate clear alignment with the program objectives. Projects that are considered outside the scope of the program will be deemed ineligible.

The following works are ineligible for funding under this program:

- Unsympathetic work that has a negative impact on the places local heritage values.
- Internal works unless listed on the heritage citation as a contributing statement of significance or are necessary to maintain structural integrity.
- Work which has already commenced or been completed.
- Construction of new buildings or additions unless involving the reconstruction of an original element.
- Reconstruction or restoration that is not based on documentary or physical evidence.
- Demolition of or other works that may affect the heritage significance of the place.
- General maintenance work that should normally be undertaken to keep the place in good repair.
- Purchase of tools, plant, and equipment.

8. How does an applicant apply?

Applicants must register and apply for funding through Council's website using the online application portal *SmartyGrants*.

Before registering or applying, applicants must thoroughly read and understand this information kit. The information kit is updated annually.

Applicants will receive an email acknowledging receipt of their application. This email will contain a unique reference number which should be quoted when making enquiries about your application.

9. How often can an applicant apply?

One application is permitted each financial year.

Where funds have previously been allocated for general repair or conservation works, or towards professional heritage consultancy services, a second application would only be considered for high priority work, such as urgent roof replacement.

10. Timeframe

Applications will be accepted on an on-going basis, or until funds are exhausted.

Once an application has been submitted, the grant assessment may take up to two (2) months for an outcome to be advised.

11. Application requirements

All applications must include the following information:

- Written reports clearly detailing the work and addressing the assessment criteria.
- Plans and sketches sufficient to detail the extent of the proposed works including site plans and elevations.
- Written quotes based on the scope of work.
- Evidence of applicant's contribution (for consultancy services).
- Written advice from the contractor that shows that they have experience in carrying out repairs to heritage places.

12. Assessment criteria

Both the applicant and the project must be eligible for funding for an application to be considered. The assessment team will only assess information contained in an application. All applications requesting funds will be assessed by an assessment team comprised of Council staff and external representatives with expertise in the field of local heritage where necessary.

Applications will be assessed on the following criteria:

For general or high priority works

- The extent to which the project meets the objectives of the program to protect and conserve the local heritage listed place.
- The urgency of the proposed works.
- Merit of application (sound proposal, documents clearly detail the works, at least two written quotes, appropriate conservation methodology, evidence of applicant's contribution if the total cost exceeds \$5,000).

For consultancy services

- Need for the proposal (e.g. is it necessary to support further works that will conserve the local heritage values of the place).
- How the activity will contribute to the long-term protection, conservation and/or enhancement of the local heritage place.
- Merit of application (sound proposal, documents clearly detail the works, at least two (2) written quotes, appropriate conservation methodology, evidence of applicant's contribution).

13. Outcome process

Successful Applicants

Applicants that are successful in obtaining funding will be advised in writing and required to:

- enter into a Grant Funding Agreement and agree to its terms and any special conditions; and
- provide an invoice before payment will be processed.

Once all funding conditions have been completed and a valid tax invoice has been provided, payment of the awarded funding will be released by Council.

Unsuccessful Applicants

All grants will be at the discretion of the assessment team. Unsuccessful applicants will have the opportunity to seek feedback so improvements can be made prior to the next submission. If an application is unsuccessful a second time, no further applications can be made until the following financial year.

14. Best practice conservation projects

Projects funded will be those which protect and conserve the local heritage values of local heritage places.

The management of local heritage places is a specialised field. To avoid expensive and irreversible mistakes, qualified and experienced persons are to be used to carry out repairs or alterations to heritage features. To ensure a person is suitably qualified, applicants are encouraged to request examples of their work prior to engaging their services.

The Department of Environment and Science has developed technical notes that provide information about how to plan and undertake various types of conservation work. These technical notes have relevance for local heritage places and are considered to be a valuable guide to assist in works/development.

The technical notes are available on the Queensland Government website:

www.qld.gov.au/environment/land/heritage/publications

15. Funding conditions

Project monitoring and reporting

Applicants must complete milestone reporting via *SmartyGrants* relating to progress of the funded activity. Automated milestone reports are sent to grant administrators to complete within a specified timeframe. If a project or event has not achieved a required milestone, applicants must contact the Community Grants Team to resolve this.

Variations

Funding must be used in accordance with the Grant Funding Agreement. Any changes to the works undertaken or the project duration must be approved by Council. For example, changes to the nature/purpose of the project, the way in which the project is to be carried out and completed, the budget and/or any extension to the funding period. All grant funds must be spent within the funding agreement period.

Requests for variations must be submitted online via *SmartyGrants*. Variations must be approved before you undertake any changes and cannot be sought after the Funding Agreement end date.

Funds expended on unapproved variations will be recalled by Council after the acquittal is submitted.

Acquittal

Successful applicants have a six (6) month period to complete their grant project or activity, unless otherwise indicated in the funding agreement. However, this timeframe may be extended in the event of extenuating circumstances. Approval to extend the timeframe must be sought in advance and approved in writing.

Applicants must acquit funds that have been provided at the completion of the project or stage of the project for which the funding relates. This includes providing adequate receipts or evidence of approved expenses that at least equal the amount of the grant. For this purpose you are required to keep all receipts for items purchased / works completed.

Statutory declaration or certification from external auditors in lieu of receipts or invoices will not be accepted.

Should an applicant not acquit grant funding, they will remain ineligible under future funding rounds until such time as the acquittal is provided and meets Council's satisfaction.

Repayment of grant

Grant recipients must repay to Council:

- a) Any part of the funding spent on purposes not approved within the funding agreement.
- b) Unless otherwise agreed, any and all unexpended funds within 30 days of the earlier of:
 - i) The Project end date; or
 - ii) Termination of the funding agreement.
- c) Unless otherwise agreed, any difference between the actual project costs and the budget costs which are greater than \$100 where the budget costs exceed the project costs within 30 days of the earlier of:
 - i) The End Date; or
 - ii) Termination of the funding agreement.

Any unexpended funds greater than \$100 must be returned to Council. All repayments must reflect any associated GST component relating to the original payments.

16. Support and assistance

Council offers a heritage advisor who can provide free consultation and advice to owners of local heritage places. Advice is available at all stages of a project. Early discussions are encouraged to help landholders and occupiers make decisions about their property and its management before works commence or before a grant application is submitted.

If you have any further questions or if you would like to request an appointment with Council's heritage advisor, please contact the Strategic Planning team by telephone on (07) 3829 8999 or email rcc@redland.qld.gov.au

The Community Grants team can provide information to applicants about the Local Heritage Grants program. The team are available to assist with the application process and to discuss the eligibility of a project. Please contact the Community Grants Team by telephone on (07) 3829 8999 or email grants@redland.qld.gov.au

17. Definitions

| Term | Definition |
|------------------------------|---|
| ABN | The same meaning as it has in the A New Tax System (Australian Business Number) Act 1999. |
| Acquit | To advise Council of the outcomes of assistance provided through the Local Heritage Grants Program via an online acquittal form. |
| Applicant | The individual submitting an application for a local heritage grant. |
| Assessment Team | A team of Council officers and experts in the field of local heritage who assesses each application against the program objectives, eligibility requirements and assessment criteria. |
| Council | Redland City Council. |
| Conservation Management Plan | <p>A conservation management plan (CMP) is a practical tool that helps landholders of a local heritage place, and assessing authorities, make sound decisions about conserving and managing heritage places.</p> <p>It identifies the place's local heritage significance, sets out conservation policies to protect the local heritage significance of the place in the light of change and provides a strategy for putting these policies into action.</p> <p>A CMP will help guide planning and expenditure when changes to a heritage place are proposed. It can reduce delays when undertaking changes by ensuring that all heritage considerations and statutory obligations are addressed at an early stage.</p> |
| Eligibility Criteria | Criteria that must be met for an application to be assessed for funding. |
| Exceptional circumstances | The conditions required to grant additional powers to a government or government leader so as to alleviate, or mitigate, unforeseen or unconventional hardship. |
| Grant | Money provided to recipients through a formally recognised program for a specific purpose and outcome. |
| Grant Conditions | Conditions that apply to the allocation and use of funds. |
| GST | Goods and Services Tax payable under the GST Act. |
| Heritage Management Plan | <p>A heritage management plan (HMP) is a written report prepared by a heritage professional which includes results of an assessment of the potential impact of a proposed project on a local heritage place.</p> <p>The HMP outlines measures to be taken before, during and after a project in order to manage and protect a local heritage place, or a feature of a place.</p> |
| Local heritage significance | Heritage significance is the term used to identify a local heritage place, or a feature of a place, that makes a significant contribution to our knowledge of the history of a local area, and to our understanding of how that history has shaped the present. |
| Variation | Any changes to the project activity or duration. |