

# Local Heritage Preservation Grant Program 2021-2022



## Guidelines

*Lifestyle Capital of Victoria*

### Introduction

The Local Heritage Preservation Grant (LHPG) provides financial assistance for the following four reasons:

1. Maintenance
2. repair
3. restoration; and
4. enhancement works to registered sites of heritage significance within Frankston City.

Frankston's registered sites of heritage significance are listed in the Schedule to the Heritage Overlay at Clause 43.01 of the Frankston Planning Scheme.

Up to \$10,000 is available for projects that match the above criteria on a dollar for dollar basis. However, the final financial amount contributed by Council to successful applicants will be subject to the overall number of successful applications.

### Grant objectives

The LHPG seeks to achieve the following objectives:

- To preserve and enhance the original or early appearance and the overall improvement of places within Frankston City Council that are considered to be of local heritage significance.
- To support a community culture of social awareness so that future generations can enjoy sites considered to be of local, state and national heritage significance.
- To provide an equitable process for dealing with applications for financial assistance.

### Grant funding pool

The LHPG has a total funding pool of **\$40,000** per year.

### Individual grant limit

The LHPG has a maximum funding limit of up to **\$10,000** per place.

### Who is eligible to receive grant funding?

Applicants seeking financial assistance for maintenance, repair, restoration or enhancement works to sites registered in the Schedule to the Heritage Overlay at Clause 43.01 of the Frankston Planning Scheme are eligible for consideration for a Local Heritage Preservation grant.

To find out if a property is a registered site, you can download the Schedule to the Heritage Overlay at the following link:

[https://planning-schemes.delwp.vic.gov.au/schemes/frankston/ordinance/43\\_01s\\_fran.pdf](https://planning-schemes.delwp.vic.gov.au/schemes/frankston/ordinance/43_01s_fran.pdf)

To be eligible for a grant the proposed works must:

- Enhance the original or early appearance and the overall improvement of the heritage place.
- Be generally visible from the street.
- Works must be undertaken in accordance with the original heritage design style and features of the heritage place.

Ineligible works are generally those that are not proposed to be undertaken to the external fabric of the heritage place specifically. These include:

- New outbuildings
- Pools and spas
- Works that do not accord with the original heritage design style
- Interior renovations. (Internal alterations to buildings and dwelling where internal controls do not apply.)
- Works that have already commenced
- Modern additions or extensions
- Routine maintenance considered to be for the general upkeep of any property (I.E. general cleaning)
- Speculative re construction works (where there is no evidence of the proposed element i.e. a pre-existing chimney)

## Application requirements

To be eligible for consideration for a LHPG, an application must satisfy the following requirements:

### 1. Registered site of significance

Financial assistance will only be given for a site registered in the Schedule to the Heritage Overlay at Clause 43.01 of the Frankston Planning Scheme.

### 2. Consent of property owner

An applicant who is not the property owner of the site for which the funding is being sought, must have written consent from the property owner in order to submit the application.

### 3. Description of works and associated costs

Provide an overall description of the project and the works proposed to be undertaken. This includes a breakdown of the project costs and a description of how the proposed works will improve or enhance the property's heritage significance.

### 4. Supporting documentation

Documentation which supports the proposal, includes but is not limited to photographs (existing and historical - if available), plans of the proposed works, reports, and quotations for work or consultant fees.

### 5. Financial commitment from applicant

Evidence must be provided that the applicant can demonstrate that they will financially match the funds being sought from Council, dollar-for-dollar. For example, an applicant seeking a grant amount of \$2,000 from Council would also be required to financially contribute \$2,000 to the project. We cannot guarantee that the financial amount contributed by Council to successful applications will be for the total amount requested (dependant on the number of successful applications).

## 6. Funding agreement

Successful applicants will be required to enter into a funding agreement with Council prior to receiving any grant funding. Evidence will be required at the completion of the project to demonstrate that the grant has funded the project works that have been applied for. Examples of evidence would be any of the following: paid invoice to builders, private certification and Council officers will undertake a final site visit to view the completed works.

## 7. Planning permit requirements

Where the proposed works require a planning permit, grant funds will only be allocated once a planning permit has been issued. A copy of the planning permit must be provided to the relevant Council officers in order for the funds to be allocated. If you are unsure if what you are proposing requires planning permission, please call the Strategic Planning Department on 1300 322 322 or email [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au).

Examples of works which may trigger a planning permit under the Heritage Overlay include replacements/restoration of verandahs or decking, reconstruction of a front fence and painting (if external paint controls apply).

## How to apply for a Local Heritage Preservation Grant

To be eligible for consideration for the LHPG, applicants must complete and submit an online application form via SmartyGrants (the entire process will be managed via the SmartyGrants platform).

You can logon to apply from 3 December 2021 at:

[https://frankston.smartygrants.com.au/LHPG2021\\_22](https://frankston.smartygrants.com.au/LHPG2021_22)

## Grant selection process

Each application for funding will be evaluated with a two-step process.

**Step 1** will involve a site visit of every property, then a short list will be developed and an assessment of the applications received will be undertaken against the priority of the proposed works.

**Step 2**, the shortlisted properties will be further reviewed and assessed against the 4 criteria as outlined in the Assessment Criteria.

Applications that have met the criteria for Steps 1 and 2 will be presented to Council (April – May 2022) with recommendations for properties that have been successful for funding and the proposed amount.

### Step 1: Review of applications received

Priority generally given to projects in the following order:

1. Involve works to the main significant structure/element (as identified in the statement of significance), rather than works to ancillary features (e.g. fence or shed)
2. Involve urgent works that prevent loss of significant fabric (e.g. structure stabilisation, prevention of water ingress, roof repairs, gutters)
3. Enhance the appearance of the property from the street.
4. Reconstruct original detail (e.g. removing paint from originally unpainted surfaces, reinstating an original verandah)

## Step 2: Assessment Criteria

Projects will be assessed against the following criteria:

1. Whether the works address the Statement of Significance
2. Need for the works
3. Need for funding assistance
4. Community benefit (I.E. is the site publically accessible, can it be viewed from the street)
5. Whether previous grant applications have been successful and awarded

## Key dates

Applications for the LHPG open on **Friday 3 December 2021** and close on **Friday 18 February 2022**.

Applications received after this date will not be eligible for consideration and there will be no appeal process for late applications.

## Funding Agreement and Accountability Form

Funding will be paid in two stages. Successful applicants will need to complete a funding agreement and return it to Council to release the first payment stage. The second funding stage will be on completion of the works and applicants are required to complete an Accountability Form via SmartyGrants.

1. 50% on signed agreement; and
2. 50% upon completion of the works.

Successful applicants must invoice Council for payment in the stages as outlined.

Once the works have been completed, grant recipients must notify Council Officers who will conduct a final site inspection. Recipients must submit their Accountability Form online via SmartyGrants within 1 month of completion (Projects must be completed within 2 years of the signed agreement).

## Terms and Conditions

1. Eligibility for funding does not guarantee an application will be granted. Council has full discretion on funding decisions and these are final.
2. Past applicants are eligible to apply for the program.
3. Allocation of funds to an applicant for any purpose in any year must not be taken as a commitment by Council for funding in a subsequent year.
4. Grants are limited to the amount of funds allocated in Council's annual budget.
5. Each application will be considered on its own merits.
6. Retrospective funding is not available.
7. Council's contribution will be limited to the amount granted. All other costs associated with the proposed project will be covered by the applicant.
8. Successful applicants will be expected to invoice Council for reimbursement and acquittal of the stage 2 funding within 1 month of completion. Projects must be completed within 2 years of signing the agreement.
9. Successful applicants who receive funding must provide accountability, acquit back to Council and share the story of their experience via the SmartyGrants platform.
10. Funding is not available for applicants in financial debt with Council or who have not previously complied with grant conditions (including unable to properly account for prior funds; have not

spent funds for the agreed purpose; or have not returned a detailed accountability form for previous years' grants).

11. Funding is not available for staff members, Councillors or contractors to Frankston City Council.
12. Applications will only be accepted on-line via the SmartyGrants platform.
13. Applicants who are currently supported by Frankston City Council through a funding program for the same concept and, or activity are not eligible
14. Photographs may be taken of the completed works and displayed by Council.

## **Cancellation of the Grant**

Funds must be acquitted on the activity for which they were allocated (unless otherwise authorised in writing by Council officers).

Grants will be cancelled and requested to be returned if the Committee have made an allocation with:

- False or misleading information, as provided by the applicant;
- The applicant withdraws from the activity;
- Not undertaking the activity as applied; and, or
- The activity has been cancelled. Unspent funds must be returned to Council.

## **Privacy Statement**

The personal information collected on this application form is collected by Frankston City Council for the purposes of assessing eligibility for funding, and the management of any community grants funding provided. Frankston City Council may also use the personal information to distribute mail of interest such as: events, information and other funding opportunities, however, will not otherwise disclose the personal information to any other party without your prior consent or as required by law. You are able to access the personal information that Frankston City Council holds about you, and to request that it be corrected by phoning the Freedom of Information Officer on 1300 322 322.