

# Community Grants Program

## Frankston City Local Heritage Preservation Grant Guidelines FY 2023-2024



*Lifestyle Capital of Victoria*

### Funding to support works that conserve and enhance places of heritage significance within the Frankston municipality

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

### Funding

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

### Key dates

**Applications Open:** 1 August 2023

**Applications Close:** 30 September 2023

**Applications Notified:** Notification of successful grant recipients will occur in late October 2023.

### 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.

### Eligibility

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 which 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).

#### **Who is not eligible for funding:**

- 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).
- Council staff members, Councillors, or contractors to Frankston City Council.
- Applicants who are currently supported by Frankston City Council through a funding program for the same concept and, or activity are not eligible.

## **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. Successful applicants must complete an acquittal via SmartyGrants. Examples of evidence would be any of the following: paid invoice to builders, private certification. Council officers will undertake a final site visit to view the completed works, to ensure that the works are satisfactory.

### **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 apply from 1 August 2023 at:

<https://frankston.smartygrants.com.au/LHPG23-24>

### 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 the Manager City Futures to review recommendations for properties to receive grant funding and the proposed amount. Notification of successful grant recipients will occur in late November 2022.

#### 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 veranda).

#### 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.

### Funding Agreement and Accountability Form

Funding will be paid in the following two stages:

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

Successful applicants must invoice Council for payment upon the completion of works.

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).

## Support Available

Contact	Assistance with	Contact
Strategic Planning Department	Planning permit enquiries	1300 322 322 or email <a href="mailto:info@frankston.vic.gov.au">info@frankston.vic.gov.au</a>
SmartyGrants Support Team	Technical issues with SmartyGrants website	(03) 9320 6888 <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a>
Interpreter	Assistance from an interpreter	131 450
National Relay Service	If you are deaf, hard of hearing and/or have a speech impairment you can contact the Council using the National Relay Service (NRS)	<a href="https://www.frankston.vic.gov.au/Your-Council/Contact-Us/National-Relay-Service">https://www.frankston.vic.gov.au/Your-Council/Contact-Us/National-Relay-Service</a>