

### Background research

It will assist your case if you can properly demonstrate why the work you propose is appropriate from a heritage point of view. To do this you may need to do some research. Council may have information on the building, or the library or you may be able to obtain photographs. The heritage advisor or the Muswellbrook Local & Family History Society may also have some suggestions.

### Work to be carried out

You then need to decide, in detail, what work you want to carry out. This should be put down in a clear item by item job schedule.

### Quotes

Obtain written quotes where the work is to be undertaken by a tradesperson, or provide a detailed costing for the labour, works and materials required. Put these costs alongside the schedule of work you have prepared.

### Plans and sketches

Depending on the size of your project you may need to attach plans and/or sketched to your application.

### Photographs

Take a photograph of the setting of the building, of each elevation and close ups of any particular job to be done. Keep the negatives or original digital files and a set of printed photographs for your final report.

### Fill in the application form

Fill in the attached form then staple any of your plans, sketches and photographs, keeping a copy for your records, and hand your application in to Council as soon as possible.

### Project timing

From approval you must complete your project prior to March the following year.



Visit [muswellbrook.nsw.gov.au/heritage](http://muswellbrook.nsw.gov.au/heritage) to download a funding application form, find out more about heritage items within Muswellbrook Shire or to check when the next heritage advisor visit is scheduled.

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All you need to know about the  
Muswellbrook Shire Council  
**Local Heritage  
Assistance Fund**

**muswellbrook  
shire council**

## Level of funding available

It is proposed that the maximum level of funding per project will be limited to \$2,000 based upon a dollar for dollar contribution. Greater funding may be made available if circumstances warrant it although. Although there will clearly be cases where you may yourself wish to contribute more to the project.

A total \$15,000 is allocated each financial year, combining a grant of \$7,500 from the NSW Heritage Branch of the Department of Planning and a matching Council contribution.

## Who can apply for the funding?

Owners of heritage listed or older buildings in Muswellbrook Shire can apply. It is essential that you prepare the best application possible keeping in mind the limited funding made available.

### Eligible projects

Projects which involve heritage listed buildings, buildings within the conservation area assessed as having heritage value by the heritage advisor and other buildings that are assessed as having heritage value in the Muswellbrook Shire local government area.

### Ineligible projects

Funding will generally not be provided for projects where assistance is reasonably available from another source, where substantial assistance has been previously provided, or where the applicant has yet to complete other assisted projects. Purchasing of a building, site or movable item; a new addition to a heritage building (including new internal fittings such as new kitchens and bathrooms); the relocation of a heritage building or work on relocated building; work on a government or council owned building still used for a government or council purpose are also not eligible.

### Assessment criteria

The following points are considered by Council when assessing the priority of your application. It is not necessary for your project to meet all of these criteria.

- ✔ that the proposed works involve maintenance or conservation repairs that do not involve extensive works that would otherwise require development consent;
- ✔ the applicant's ability to demonstrate technical and financial responsibility with regard to the project, and demonstrated ability to complete the project prior to the end of March the following year;

- ✔ projects which are in an area which has received little or no funding;
- ✔ projects involving aspects of heritage which have received little or no funding e.g. historic gardens
- ✔ projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item; and
- ✔ urgent projects to avert a threat to a heritage item.



- ✔ the degree to which the applicant is financially contributing to the project;
- ✔ projects which clearly compliment broader conservation objectives, e.g. projects which implement key findings of heritage studies or projects in designated heritage main street or conservation areas;
- ✔ projects which would encourage the conservation of other heritage items or older buildings;
- ✔ projects of demonstrated heritage value to the community; commonly the item concerned will appear on many heritage lists: e.g. the restoration of an important local heritage house;
- ✔ projects which are highly visible to the public, e.g. the replacement of a verandah to a building in a main street location;
- ✔ projects which have high public accessibility or in a prominent location, e.g. a local museum, church or a private home which is open to the public several times a year, or is in a prominent location;

## What you need to do

### Firstly contact the heritage advisor for your area

It is suggested that you set down the work you propose to do and then contact the heritage advisor to discuss the eligibility and other details of your project. This service is provided free of charge. The advisor will be able to assist you in making an application. If the project is too large the advisor may suggest you obtain the services of a conservation architect for the project.

Make an appointment with the heritage advisor, Elizabeth Evans, by calling 6549 3745.