

# Heritage Grant 2023-2024

## Form Preview

## Welcome

\* indicates a required field

## Introduction

This form is for organisations that wish to apply for the Heritage Grant with requests from \$1,000 to \$10,000.

Should you require assistance with completing your application, contact the grants officer on 03 6238 2132 or [grants@hobartcity.com.au](mailto:grants@hobartcity.com.au).

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [SmartyGrants applicant FAQs](#).

### IMPORTANT INFORMATION

**Commercial in confidence** The information that you provide in this application will be treated as commercial in confidence. Information will be disclosed for the purpose of assisting with the management of applications for grants.

## Eligibility

Please ensure you have read the grant guideline before completing this application form. This will help you understand if your activity is eligible and what kind of information the assessors need to know to make their decision.

If you have any questions about the criteria, please contact the grants officer.

Applicants must have:

- not received other funding from the City for the same activity this financial year
- have fulfilled the conditions of a previous City of Hobart grant by the due date and not have overdue debts to the City
- have no plans to sell the property within the next five years.

Applications for the Heritage Grant will need to demonstrate that the request for support:

- is of a small scale and is for the restoration, conservation and stabilisation of significant heritage fabric
- reflects [Burra Charter Principles, Processes and Practices](#) and uses appropriate traditional techniques and methods
- where there are physical works, engages people experienced in the conservation of places of cultural significance and rectifies problems through conservation or remedial work
- complies with relevant statutory approvals by providing evidence the approval has been or is being obtained
- is well documented, has detailed costings and uses sound heritage advice
- demonstrates the applicant is contributing at least two-thirds of the total projects costs.
- demonstrates good value for money

Applications are ineligible if the request for support:

- is for places located within Heritage Precincts, but not individually listed in Hobart's planning schemes

# Heritage Grant 2023-2024

## Form Preview

- is for heritage-listed places outside of the City of Hobart local government area
- is for physical works such as new extensions, additions or buildings
- is for commercial purposes, has the potential to make a significant profit or where the intent is to sell the property
- is part of the ongoing administration or operational costs of the applicant.
- is for works on a place that has been the subject of illegal works performed by the applicant within the last 10 years or the applicant has prior convictions or is subject to any notices or orders relating to illegal developments
- painting as part of regular external maintenance may not be supported

**I confirm I have read and understood the guidelines and eligibility criteria, and this application meets all grant requirements. \***

☐ Yes

**Have you, your group or your organisation received Heritage funding from the City of Hobart before? \***

☐ Yes

☐ No

NOTE: Applicants must not have received any funding from the City for the same place within the previous 10 years

**Which planning scheme or register is the place featured in: \***

☐ Table E13.1 of the Hobart Interim Planning Scheme 2015

☐ Table 1 of the Sullivans Cove Planning Scheme 1997

☐ Tasmanian Heritage Register

NOTE: Priority may be given to places that are heritage listed in Hobart's Planning Scheme.

**What type of applicant are you?**

☐ Not-for-profit organisation

☐ Group (not incorporated)

☐ Commercial (For Profit) Organisation or Group

☐ Individual

**Is the applicant and its representatives a City of Hobart Elected Member or a family member of the City of Hobart Elected Member?**

☐ Yes

☐ No

**Are you or the business subject to any legal impediment (including bankruptcy or liquidation)?**

☐ Yes

☐ No

**How did you find out about this Grant Program? \***

☐ Advert in Mercury newspaper

☐ Received an email from the City of Hobart

☐ Another Website (please tell us which site in the box below)

☐ Social Media

☐ Attended an information session / presentation

☐ Was told by a staff member from the City of Hobart

☐ City of Hobart Website

☐ Was told by a previous grant recipient

☐ Hello Hobart

☐ Word of mouth

☐ I am a previous applicant

☐ Other:

☐ Newspaper

# Heritage Grant 2023-2024

## Form Preview

### Applicant information

\* indicates a required field

#### Applicant details

**Applicant \***

☐ Individual ☐ Organisation  
Organisation Name

Title First Name Last Name

**Address of heritage-listed building \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

**Are you:**

☐ a leaseholder ☐ a building owner

**Is this the best address for the applicant?**

☐ Yes ☐ No

**Website or social media page**

Must be a URL.

**Does the applicant have an ABN? \***

☐ Yes ☐ No

#### Organisation information

**Contact name \***

Title First Name Last Name

**Position \***

**Are you the head of the organisation applying for this grant?**

☐ Yes ☐ No  
Formal correspondence relating to this application will be sent to the head of the organisation.

**What is the purpose of your organisation/group? \***

Word count:

Must be no more than 50 words.

Please provide a short statement describing the organisation and its activities. This statement will be used in reports, media statements and external communications related to this grant.

Contact details

Phone number \*

Must be an Australian phone number.

Mobile phone number

Must be an Australian phone number.

Email address \*

Must be an email address.

Postal Address

Address

If successful, are you happy for your contact details to be provided to the media?

☐ Yes

☐ No

☐ I can provide alternative contact details

Head of the organisation

This person will receive formal correspondence relating to this application.

Head of Organisation/  
group

Title

First Name

Last Name

Position

Email address

Must be an email address.

ABN details

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

# Heritage Grant 2023-2024

## Form Preview

Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

## Evidence of permissions

If you are a leaseholder, you need to provide a copy of the lease agreement and a letter from the building owner stating you have permission for this work.

If you are the owner of the building, you are only required to provide a copy of the Title Deed.

### Upload documentation demonstrating consent from the landlord

Attach a file:

This should be a letter on appropriate letterhead and uploaded as PDF or an email including key contact information in the signature.

## Activity details

\* indicates a required field

### About the building

#### How significant is the building? Describe the building.

#### Upload a photo of the building \*

Attach a file:

This will be used in key reports related to the grant application.

### Key activity information

#### What are the planned activities? \*

Word count:

Must be no more than 500 words.

# Heritage Grant 2023-2024

## Form Preview

What is the degree of preservation or maintenance of the significant building fabric? Note: a large amount of replacement, reconstruction, adaptation would be reflected by a low score

**Has the activity already begun? \***

☐ Yes

☐ No

**In a succinct statement, please describe what you are seeking funding for and how this support will result in a high standard of restoration, conservation and stabilisation of significant heritage fabric. \***

Must be no more than 100 words.

This statement will be used for key reports and will be published on the City of Hobart's website.

**In dot points, please outline how your activity will be delivered. \***

Briefly list (bullet points) the planning timeline for your activity. You may attach further information as support material.

**When do you intend to start the work? \***

Must be a date and between 24/5/2024 and 31/1/2025.

**When do you intend that the work will be finished? \***

Must be a date and between 24/5/2024 and 31/1/2026.

## Documentation

Grant recipients must submit documentation suitable for the City to include on our website to demonstrate the benefits of the Heritage Grant.

**How do you intend to document the outcomes from your activity? \***

☐ Take photographs during the activity

☐ Write a project report

☐ Take photographs after the activity

☐ Other:

☐ Make a video about the activity

At least 3 choices must be selected.

NOTE: Photographs during and after activity and a project report, are mandatory

## Expertise

**\* indicates a required field**

### Key people for activity

Please identify the key people involved in the delivery of the activity and their role.

# Heritage Grant 2023-2024

## Form Preview

Please include a summary of their experience as a single document as support material for the grant. The summary document can include hyperlinks to websites.

Where the request is to support physical works, applicants need to demonstrate they are engaging people experienced in the conservation of places of cultural significance.

If additional lines are required please click the 'Add More' button on the bottom right side of the table.

Name	Role in the activity	CV/Profile

## Heritage and conservation advice

**Describe how you have sought advice and input of appropriate heritage/conservation skills and advice for your activity.**

Word count:

Must be no more than 300 words.

You should aim to demonstrate that the activity has sought appropriate skills, advice and responsibility

**Upload plans, drawings, documentation or advice for your proposal \***

Attach a file:

Quotes should be uploaded in the budget section of the application form.

## Permits

Applications must demonstrate that the activity complies with relevant statutory approvals by providing evidence the approval has been or is being obtained.

**Please upload any permits. or relevant communications, received for this activity**

\*

Attach a file:

## Contact with City of Hobart

Please list who you have contacted within the City of Hobart to ensure your proposal meets relevant planning guidelines.

To determine if you require a planning permit contact the City's Development Appraisal Unit on 03 6238 2715.

Name	Position	Copy of correspondence
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## Assessment Criteria

\* indicates a required field

### Demonstrate a benefit to the Hobart community

#### 40% of total assessment criteria

Applicants should demonstrate public benefit and improve the presentation of the place.

Activity should have a positive impact on the streetscape.

Provide, demonstrate and encourage good heritage practices and enhance the heritage values of the place.

Illustrate that the project is for works to significant fabric and visual elements and relevant to the building/place.

**What is the public benefit of the activity and its impact upon the presentation of the place and contribution to Hobart's historic character? \***

Word count:

Must be no more than 250 words.

Will it have a positive impact within the streetscape and provide encouragement to others?

### Demonstrate the value and benefit of the proposed physical conservation work

#### 25% of total assessment criteria

What is the degree of restoration, conservation and stabilisation or protection of significant heritage fabric?

What likely damage would be caused by delaying the project?

Will a greater threat be averted by completing this activity?

What degree of traditional techniques and methods and the reuse and retention of early and original heritage fabric are used in this project?

**Describe the value and benefit of the proposed physical conservation work? \***

Word count:

Must be no more than 250 words.



### Demonstrate compliance with Burra Charter principles

#### **20% of total assessment criteria**

Activities must reflect good Burra Charter principles, practices and guidelines.

Applicants should consider the appropriateness of the conservation work in relation to the problem and demonstrate the advice and skills of suitable skilled people.

#### **Describe how this activity complies with Burra Charter principles and that suitable skilled people are involved. \***

Word count:

Must be no more than 250 words.

### Sustainability

All activities funded through the grants program must commit to reducing their environmental impact and improving waste management.

Applicants are encouraged to consider their commitment to sustainable practices as part of the activity, including encouraging the use of public transport to and from the activity, providing recycling facilities, reducing single-use plastics, reducing printed collateral, completing a waste audit report and establishing improvement targets.

The Single-use plastics by-law is enforceable from 1 July 2021. To find out how this may affect your activity, please visit our [webpage](#).

The [City of Hobart Waste Management Strategy 2015 - 2030](#) encourages all entities affiliated with the City of Hobart to support our endeavour to achieve **zero waste** to landfills by 2030.

The Burra Charter encourages sustainable practices, including the reduction of landfill. The charter recognises:

*Conserving heritage places has positive cost, time-saving and environmental benefits - minimising carbon emissions, reducing the consumption of materials and reducing the associated need for transport of demolition waste and subsequent disposal in landfill.*

For more information, please read the Burra Charter [Practice Note for Heritage and Sustainability](#).

#### **Describe how the activity supports sustainable practices and reduces waste. \***

This can include describing the potential environmental impacts of the activity and how you will manage and minimise waste creation at the activity.

### Budget

\* indicates a required field

# Heritage Grant 2023-2024

## Form Preview

### Grant Request Details

#### Total Funding Request \*

\$

Must be a whole dollar amount (no cents) and no more than 10000.

What is the total financial support you are requesting in this application?

#### Would you be open to accepting partial funding if it was offered? \*

☐ Yes

☐ No

### Support from the City

**Does this activity have any involvement or association with any other program areas of the City of Hobart? Include any units, teams or individual staff members' names. \***

Please identify any income you are receiving from the City of Hobart for this activity in the income budget.

### Applicant contribution

Applicants must contribute at least two-thirds of the total project costs.

Not-for-profit applicants can include in-kind costs as part of their contribution to the total project cost.

#### Cash contribution

\$

Must be a dollar amount.

#### In-kind contribution

\$

Must be a dollar amount.

### Expenditure Budget

All items listed in your Expenditure Budget should be GST exclusive. At least one item must be attributed to the requested support from the City of Hobart.

Please review the Heritage Grant Guidelines document to understand what the City prefers to fund through a grant.

Expenditure Item	Funding Source	Dollar Amount (\$)	Notes	Upload relevant quotes
	This is either applicant or City of Hobart		Please outline how you came to this amount (for example the number of hours at the agreed upon rate.)	
	City of Hobart	\$		
		\$		
		\$		

# Heritage Grant 2023-2024

## Form Preview

		\$		
		\$		

### Budget Totals

#### Total Expenditure Amount

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

#### Applicant contribution

\$

This number/amount is calculated.

#### Percentage of applicant's contribution to the total project cost

This number/amount is calculated.

Applicants must contribute at least two thirds (or 66.7%) of the total project cost.

#### Balance (Expenditure minus income)

\$

This number/amount is calculated.

### Additional funding

**The costs of the activity exceed the applicant's contribution. Please describe how you intend to find the additional funds required to complete the activity**

### Budget Comments

This is a space to make budget comments if you feel the assessors would benefit from further clarification of what you have written in your budget table above.

You may also attach a budget and other documents expanding on this section as supporting material or explain why it is financially viable and good value for money.

#### Upload the budget for the activity (optional)

Attach a file:

#### Additional comments

## Support Material

### Application Support Material

Support material must be directly relevant to the activity and compliment rather than duplicate information already provided in this application.

A maximum of eight (8) items may be submitted.

Suggested support material may include:

- recent examples of your work and/or that of the key personnel (visual, aural or literary)
- evidence of community support (e.g. a letter of support from a community organisation that may directly or indirectly benefit from, and that shows an understanding of, your activity).
- summary of people involved in the activity
- other documentation or materials which will help the assessors understand your activity.

Acceptable formats, sizes and quantities:

- word documents, pdfs, jpgs and mp3 files
- maximum 5MB per file
- maximum of three URLs that directly link to relevant webpages uploaded in a document
- passwords must be provided for private links to YouTube, Vimeo etc

The following are not considered as support material and will not be assessed:

- Facebook pages
- annual reports
- minutes of meetings (including AGMs)

### Uploading Support Material

Item Description	Upload your Files here	Website
		Must be a URL.

## Declaration

\* indicates a required field

### Declaration \*

☐ I am authorised to submit this application

# Heritage Grant 2023-2024

## Form Preview

- ☐ I accept that my application will not be accepted if it is submitted after the deadline as specified on the City of Hobart website and/or if it does not have all the required information and/or material
- ☐ I will inform the City of Hobart if key details such as date(s) of the activity, the location and the programming change before I am notified of the outcome of the application.
- ☐ I have reviewed the information I have provided and the statements I have made in this application form and it is correct and they are true to the best of my knowledge
- ☐ I acknowledge that any information provided to the City of Hobart, and details of any funding received, may be subject to disclosure under the Right to Information Act 2009.
- ☐ I acknowledge and understand that the level of funding offered to an activity (if any) is determined by the available budget and how well the activity supports the City to achieve its goals and that this amount may differ from the amount requested.
- ☐ If this application is approved, I consent to the City of Hobart publishing the name of the activity, the description of the activity, how the funding will be used and the amount of funding received on its website [www.hobartcity.com.au](http://www.hobartcity.com.au)
- ☐ If this application is approved, the applicant will be required to fulfil the conditions of the grant.
- ☐ I consent to be contacted by the City of Hobart from time to time about other grants offered by the City of Hobart and any other similar topics.

**Name of person completing this submission \***

**Position \***

**Date \***

Must be a date.