

Heritage Fund Application Form

Please ensure all application requirements are met before submission.

Is the Heritage Item: Natural Yes Cultural or Archaeological Yes Built Yes

Is application pre-emptive / or retroactive

Heritage Item Description: _____

Situation address and
Legal Description: _____

Contact Name and
Mailing Address : _____

Note: If third party application is made, the written approval of the asset owner is included with this application:
Yes No

Information Requirements Checklist:

- | | |
|---|--------------------------|
| Detailed project plan attached | <input type="checkbox"/> |
| Site plan and scope of works attached | <input type="checkbox"/> |
| Brief on current state of heritage item or immediately prior to undertaking works attached | <input type="checkbox"/> |
| Itemized budget for entire project attached | <input type="checkbox"/> |
| Quotations or invoices for materials, labour or planning attached | <input type="checkbox"/> |
| Images of project before project (if retroactive, also progress and completion images) attached | <input type="checkbox"/> |
| Proof of GST registration (if applicable) and pre-printed bank account details attached | <input type="checkbox"/> |
| Attached documentation does not exceed 10 double sided pages | <input type="checkbox"/> |
| Declaration signed | <input type="checkbox"/> |

DISCLAIMER: By submitting this application, I verify that the information provided is true and correct. By submitting this application, I am aware, agree and give my permission for the following:

- General details from my application may be reported to Council in open session and may be used in press releases or public notices. (Where the nature of the heritage item may make this inappropriate, you should indicate this in your application).
- If my application is successful, the Waipa District Council may use any photos or other information to promote heritage conservation and the heritage fund via their website.
- In order to receive payment of the grant, I must retain evidence of expenses incurred and provide this to Council upon request. Payment of the grant is subject to an inspection by Council staff to verify that the works applied for have been undertaken.
- Projects are expected to be completed (and grant funds therefore utilized) prior to the 30th of May, each financial year.

Signed :

Dated :

Email

Mobile

Phone

Total Value of Financial
Assistance Requested: _____

GST
Registration Number: _____

Completed application forms may be delivered in person to Council's offices as noted below, or mailed to Private Bag 2402 Te Awamutu before either June 30 or December 30. Alternately, you may submit your application electronically by emailing info@waipadc.govt.nz. It is our aim to acknowledge your application within 10 working days of lodgment.

**Please ensure the following information is attached to the official application form.
Attachments must not exceed 10 double sided pages.**

Detailed project plan

- Outline the steps required to complete the project from beginning to end. If the project has already begun, please ensure it is clearly indicated at what stage the project is at and what stage the funding is being applied for.

Site plan and scope of works

- Please indicate where on the property the works are to be undertaken using maps and images.

Brief on current state of heritage item or immediately prior to undertaking works

- Ensure it is clear what heritage values are being protected and the rarity value of these heritage items.

Itemized budget for entire project

- Even if the application is only for a portion of the entire project, please include details of the planned budget for the entire project.
- The budget should also include any supplementary funding that has been obtained or applied for from other funding sources.

Quotations or invoices for materials, labour or planning

- A minimum of 2 quotes is required for all applications.

Images of project before project (if retroactive, also progress and completion images)

- A minimum of 5 images must be included with the application, to assist with any potential inspections.

Proof of GST registration (if applicable) and pre-printed bank account details