



Heritage Fund overview

Revised May 2014

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The Heritage Fund

A contestable Heritage Fund [‘the fund’] is one implementation method Council has to assist with the preservation, enhancement and showcasing of the unique environmental and cultural heritage, diversity and history of the District; a goal inextricably linked to the House of Waipa pillars. The fund is available to members of the community with emphasis on safeguarding the District’s heritage value, not increasing capital value.

The 10-Year Plan 2012-22 signalled that a fund would be established for land owners to seek assistance in the management of historic buildings, and for the protection and restoration of natural, cultural and archaeological sites. The assessment criteria and application processes were to be developed in 2012/2103 with grants being made available from 2013/2014. The fund carries a total annual value of \$70,000. This document briefly outlines how applications for grants from the fund will be set up and administered.

What Type of Funding Assistance is Available?

A fund award in the form of a grant may be made in part or in full. There is no minimum or maximum assistance amount. The grant amount will depend on the availability of grant funds. At this stage, Council does not offer interest free loan funding options. Successful applicants are guaranteed of Council’s commitment to that part of the project identified in the grant, and can undertake to commence works reliant on the grant with confidence.

It is Council’s aim to collaborate with the community and foster enduring relationships. The community is encouraged to make use of experts employed within Council staff that may be able to provide assistance directly. Where a grant is not possible, Council staff may proactively act to identify individuals, groups or organisations that are willing to partner applicants to add value to their heritage project.

What Can the Fund be used for?

It is envisaged that the fund be used to assist with physical works for heritage buildings, objects, natural vegetation, habitats, cultural or archaeological sites, whether the feature is in public or private ownership. Heritage buildings and areas may have protection under the Historic Places Act or District Plan, and be in private ownership or be accessed by the public. The fund may also be used to assist with specialist advice where appropriate (that is, a heritage consultant, ecologist or archaeologist may be required to assist with development of a site or to prepare a Heritage Conservation, Wetland or Forest Restoration Plan).

Examples include but are not limited to:

Heritage Buildings and Objects

- Remedial repairs to essential services where there is risk to the heritage fabric

- Restoration
- Exterior weatherproofing and painting
- Security and lighting
- Structural strengthening or earthquake proofing
- Fitting sprinkler systems in historic buildings
- Building work required to preserve the heritage value
- Design or build of historic replicas (accessory buildings on a listed site or buildings within a character cluster)
- Advice on and / or preparation of a Heritage Conservation Plan

Natural Vegetation or Habitats

- Fencing
- Pest and weed eradication
- Tree pruning and planting of species appropriate for ecological restoration
- Advice on and / or preparation of a Wetland or Forest Restoration Plan

Cultural and Archaeological Sites

- Re-vegetation and maintenance
- Development and maintenance of access ways
- Restoration works
- Fencing
- Fitting sprinkler systems in marae
- Advice on and / or preparation of a Heritage Conservation Plan

What is Exempt from the Fund?

The fund will not be available to assist with any of the following:

- Commercial forestry
- Design, build or renovation of historic replicas (principal buildings)
- Projects that result in the demolition or destruction of a heritage item (relocation may be considered)
- Interior refits where there is no public benefit (that is, bathroom or kitchen renovation)
- One off events, publicity or printed material for heritage commemoration
- Creation of new monuments

- Work primarily associated with improving aesthetic and landscape appeal
- Costs incurred through the lodging of this grant application
- Physical works where a building or resource consent is required but has not been obtained.
- Costs associated with operational functions

In addition, the fund will not be available to individuals or groups who have failed to comply with grant conditions over previous funding years.

Who Can Apply?

Applications for the fund can be made by individuals, trusts, companies, interested community groups or Council departments, provided that the fund will only be awarded where heritage projects fall within the jurisdiction of the Waipa District Council. Where a community group or trust makes application on behalf of a third party's interest, the written approval of that party must be provided with the application. In the interests of fairness and transparency, there will be no priority score offered on the basis of the individual or group applying for the grant.

Finances, availability of skilled labour, seasonal limitations, time and resourcing or other influences beyond an applicant's control may enable or prevent project works from being sought or undertaken. For this reason, the criteria do not unduly restrict applicants from requesting either pre-emptive or retroactive assistance from the fund. Retroactive assistance will be awarded on a discretionary basis and is not guaranteed. Consideration may be given to individual circumstances, robustness of pre and post works evidence, including professional and Council advice obtained, and / or applications to the fund that have been rolled over from previous bi-annual funding rounds.

Multiple requests for assistance may be sought in one application (for example, specialist advice and physical works costs). In some instances a grant may have been approved before the full extent of the works required is realised; the job may be much greater than initially anticipated. For this reason, individuals who have received a grant within the funding year will not be automatically excluded from subsequent funding rounds.

What Do I Need to Submit With My Application?

- A complete business case must be made to Council in support of the application and include an itemised and staged cost analysis.
- A minimum of 2 quotes must be presented for physical works required or the invoice for works or services rendered.
- Applications must address all other funding sources that have been investigated and / or secured, as priority will be awarded to applications where a combination of secured funding sources will achieve the application objective (evidence of grant awards must be provided). Documentation in support of an application may also be provided; for

example that from an independent heritage consultant or agency such as the Heritage New Zealand, Department of Conservation, Tangata Whenua or a Community Board.

Applications must be made on the prescribed form, following a simple check list made available via Council’s internet page, museum and service centres. Clear information requirements will be detailed in the prescribed application form, however applicants may wish to discuss their application with Council staff prior to application closure dates. Acknowledgement of an application will be made within 10 working days of receipt, outlining the timeframe in which the application will be determined. Applications will be checked to ensure sufficient detail has been provided. Where required, further information or clarification will be immediately sought.

When Can I Make Application?

It is expected that two awards will be made each year, in the months of July and February / March. While it is anticipated that a portion of the fund will be available for each funding round, this is not guaranteed; one funding round may be oversubscribed and the fund exhausted within the funding year.

Applications close	June 30	December 30
Applications assessed	July/August	February/March
Award Decision made by the Committee	July/August	February / March
Letters of confirmation issued, unsuccessful candidates offered opportunity for next funding round	July/August	February / March

Who Makes the Funding Decision on Applications?

Recommendations and decisions will be made by a working group of the Service Delivery Committee. Information or advice as required may be sought from staff or expert advice from external consultants. Recommendations follow application priority criteria and include the opportunity for a discretionary approach, based on the expertise and skillset of the respective advisory committees and Council staff. These recommendations will provide the necessary robust guidance to assess, determine and award funding.

A brief report listing all applications received in the funding round will be provided to the Service Delivery Committee of Council each funding round. The fund is contestable, with the final allocation resting solely with the Committee. There is no appeals process, however if unsuccessful the individual or group may reapply for the following funding round. Where no applications are made in a funding round, unallocated funds will compound to the next funding round, however any unallocated funds will not be carried forward to the next business year.

What Assessment Criteria will be Considered?

Grants are based on merit and assessed according to agreed assessment criteria. To achieve an exact split between the categories each funding round may unduly limit the value or recipient of an individual grant. It is recommended that an equitable balance, rather than an exact split, be struck each funding year between the categories of heritage: natural, cultural and built form. It is expected that operational principles in this criteria document will be revised at the conclusion of the first funding year and thereafter in accordance with the 10-Year Plan. More specific criteria may be developed at this time. Assessment criteria will be developed around these categories:

- Natural – Geological, vegetation, landscape, scientific, technological, conservation
- Cultural – Archaeological, historic sites, pa, redoubt
- Built – Objects, buildings, architecture

The assessment criteria attribute a score to a range of variables that are strongly linked to local values and underpinned by relevant nationally and internationally accredited conventions, such as:

- ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value (ICOMOS New Zealand Charter 2010)
- RAMSAR The Convention on Wetlands

The assessment criteria will include linkage to themes of regional and national significance, attribute drivers (historic, social, aesthetic and scientific), statutory and regulatory drivers and economic drivers. Applications will be assessed having regard to areas that agencies have identified as being 'priority', for example:

- The Waikato Regional Council's areas of ecological priority
- The Waipa District Council's biodiversity corridors identified in the Proposed District Plan
- Catchments under the jurisdiction of the Waikato River Authority
- Department of Conservation priority sites
- Heritage New Zealand register

Consideration will be given to the urgency of the work required and whether any other agencies are contributing funding to the proposed works.

Questions that will form the basis for a discretionary assessment **include, but are not limited to the following:**

- Is the category item of regional or national significance, importance or interest?

- Does the proposal align with and give effect to the Te Ture Whaimana o Te Awa o Waikato – the Waikato River Vision and Strategy?
- Has funding been sought from the Heritage Fund in a previous funding round?
- Has the applicant sought funding from alternate sources or has funding been obtained from alternate sources? (e.g. charitable trusts, regional or district authorities, business or corporate enterprises)
- Are there opportunities for funding to be combined with other providers?
- Does the applicant seek assistance from the fund as the sole funding source or supplementary?
- Can a lesser award be given to enable completion of a specific project stage?
- Is the category item identified in the Operative or Proposed District Plan?
- Was the category item considered for inclusion in the Operative or Proposed District Plan and has evidence been provided as to its significance?
- What are the heritage values that will be protected by the project?
- Urgency of the work required – is the project work required for preservation? - i.e. stabilisation works, maintenance or repair.
- Does the category item have rarity value as a particular feature of its type, form, age or style and is it authentic, retaining a significant proportion of originality?
- Risk analysis: what are the impacts on the heritage value of the category item if nothing is done?
- Will the activity directly aid in the retention of a (nationally / regionally / locally significant) habitat for a threatened or at risk species, or directly sustain a population of threatened or at risk species?
- Will the activity aid in migratory bird or fish passage, mammalian pest control or weed eradication?
- How compelling is evidence from a conservation professional in support of the project?
- Is there a wider community benefit through enabling this project?
- Will the works proposed enable opportunity for public access and passive recreational activity?

When are Grants Paid from the Fund?

Grants will be paid when Council staff have conducted a site inspection and verify that the work has been completed to the required standard, in accordance with the award application; and a covenant (where required) is registered against the property Computer Freehold Register.

All paperwork including final invoices and / or receipts must be provided by the grantee to Council staff, in support of the works undertaken prior to the inspection date. Grant funds will be made available for a period of 12 months from the date of the funding grant.

What are the Conditions for Fund Grants?

Specific conditions may be imposed by the Committee for the grant in addition to the following requirements:

- Successful candidates will be required to accept the grant funds in writing.
- Successful candidates must account for their expenditure by providing copies of invoices and receipts prior to the final inspection by Council staff and grant release.
- Failure to provide any information required by these conditions may prevent further application being made by the applicant or for the heritage item.
- General details from successful applications will be reported publicly to a Council Committee meeting. This information may also be included in press releases or public notices following award decision meetings.
- Successful applicants may be used as part of on-going publicity for the purposes of promoting the fund and heritage within the District.